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**U.S. Department of State Records Schedule**

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***Chapter 08: Overseas Buildings Operations***

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**Central Files**

**A-08-002-01**      **Reserved**

**Description:**

**Disposition:**

**DispAuthNo:**      Reserved

**Date Edited:**      7/24/2012

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Fiscal and Accounting

**A-08-003-01      Contracts for Construction and Alteration**

**Description:** Copies of contracts for construction, alteration, repair, equipment and furnishing of Government owned buildings outside the United States, including related papers such as change orders, changes or amendments to contracts, and payments under contract.

**Disposition:** Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)(a)      **Date Edited:** 11/23/2010

**A-08-003-02      Working Papers on Accounts**

**Description:** Consists of copies of obligation documents, purchase orders, instructions regarding stockpile accounts, work sheets for the property list, reports on unliquidated obligations, copies of journal vouchers, and other papers relating to accounts.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-059-80-8, item 1      **Date Edited:** 4/1/1999

**A-08-003-03      Allotment Ledger**

**Description:** Ledger of allotments made for various Foreign Service post buildings and of charges against each allotment.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** II-NNA-3111, item 12      **Date Edited:** 4/1/1999

**A-08-003-04      Advice of Allotment**

**Description:** Notices and related communications regarding allotments made to Foreign Service posts for buildings.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-059-80-8, item 2      **Date Edited:** 4/1/1999

**A-08-003-05      Post Reports on Obligations**

**Description:** Reports of Foreign Service posts on unliquidated obligations in connection with their buildings.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** II-NNA-3111, item 14      **Date Edited:** 4/1/1999

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Contracts and Purchasing

**A-08-004-01      Purchase Order File**

**Description:** Purchase orders and related communications with posts and with firms, including card record showing status of purchase orders.

**Disposition:** Destroy 2 years after final payment.

**DispAuthNo:** II-NNA-3111, item 16

**Date Edited:** 4/1/1999

**A-08-004-02      Contract File**

**Description:** Consists of copies of contracts and related communications with contractors, architects and construction supervisors.

a. Transactions of MORE than \$25,000 and all construction contracts exceeding \$2,000.

**Disposition:** Destroy six (6) years and three (3) months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)(a)

**Date Edited:** 1/8/2010

**A-08-004-02a      Contract File**

**Description:** Consists of copies of contracts and related communications with contractors, architects and construction supervisors.

b. Transactions of LESS than or equal to \$25,000 and construction contracts at or below \$2,000.

**Disposition:** Destroy three (3) years after final payment.

**DispAuthNo:** GRS 3, item 3a(1)(b)

**Date Edited:** 1/8/2010

**A-08-004-03      Rejected Bid File**

**Description:** Consists of communications with bidders for FBO contracts who for one reason or another were rejected; rejected bids; catalogs and advertising literature.

**Disposition:** Destroy 6 years after date of award, as amended by GAO letter of April 27, 1971.

**DispAuthNo:** NN-171-69, item 1

**Date Edited:** 4/1/1999

**A-08-004-04      Mailing List of Bidders**

**Description:**

**Disposition:** Destroy when superseded.

**DispAuthNo:** II-NNA-3111, item 20

**Date Edited:** 4/1/1999

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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**A-08-004-05 Card Record of Post Automotive Equipment****Description:****Disposition:** Destroy when superseded.**DispAuthNo:** II-NNA-3111, item 21 **Date Edited:** 4/1/1999

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**A-08-004-06 Post Reports on Sale of Equipment****Description:** Reports of posts and related correspondence regarding the sale of surplus or obsolete equipment.**Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3111, item 22 **Date Edited:** 4/1/1999

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**A-08-004-07 Vendor Catalogs****Description:** Catalogs of firms who supply or are considered as potential suppliers to FBO.**Disposition:** Destroy when superseded.**DispAuthNo:** II-NNA-3111, item 23 **Date Edited:** 4/1/1999

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**Leasing****A-08-005-03 Leased Property Floor Plans and Photographs.****Description:****Disposition:** Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded**DispAuthNo:** NN-171-69, item 3 **Date Edited:** 4/1/1999

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**A-08-005-05 Claims File****Description:** Communications regarding claims for certain adjustments under terms of leases for property at Foreign Service posts.**Disposition:** Destroy 3 years after settlement of claim.**DispAuthNo:** II-NNA-3111, item 28 **Date Edited:** 4/1/1999

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**A-08-005-06 License File****Description:** Communications regarding overseas properties licensed by the U.S. Government for the use of other than its own personnel.**Disposition:** Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded**DispAuthNo:** NN-171-69, item 4 **Date Edited:** 4/1/1999

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Interior Design and Furnishings

**A-08-006-01      Furnishings Post File**

**Description:** Communications with posts regarding furniture and furnishings for buildings at the posts.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 3, item 2 **Date Edited:** 4/1/1999

**A-08-006-02      Estimates for Furniture and Furnishings**

**Description:** Draft estimates prepared for the purpose of issuing purchase orders for furniture and furnishings for posts. Included are samples of various fabrics.

**Disposition:** Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)(a) **Date Edited:** 4/1/1999

**A-08-006-03      Furniture Layout Floor Plans**

**Description:** Floor plan used for the purpose of prospective occupants of Foreign Service buildings to show the layout of furniture in their future office or residence.

**Disposition:** Destroy when superseded by revised plan or when building is sold.

**DispAuthNo:** II-NNA-3111, item 37 **Date Edited:** 4/1/1999

**A-08-006-04      Manufacturers and Vendors Correspondence File.**

**Description:**

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3111, item 38 **Date Edited:** 4/1/1999

**A-08-006-05      Inventories of Furnishings**

**Description:** Inventory reports on household and office furnishings for post buildings.

**Disposition:** Destroy when obsolete or superseded.

**DispAuthNo:** II-NNA-3111, item 39 **Date Edited:** 4/1/1999

**A-08-006-06      Purchase Orders**

**Description:** Copies of purchase orders for furniture and furnishings for posts, including related card index.

**Disposition:** Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)(a) **Date Edited:** 4/1/1999

## U.S. Department of State Records Schedule

### *Chapter 08: Overseas Buildings Operations*

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**A-08-006-07      Furniture Drawings**

**Description:** Drawings of furniture for use by posts in making reproductions.

**Disposition:** Destroy when obsolete or superseded.

**DispAuthNo:** II-NNA-3111, item 41      **Date Edited:** 4/1/1999

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#### **Property Title and Survey**

**A-08-007-03      Maps, Surveys and Topographic Studies**

**Description:** Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts

**Disposition:** Permanent. Offer to National Archives when 30 years old. (ref. II NNA-3111, item 33)

**DispAuthNo:** NC1-059-76-10, item 4      **Date Edited:** 4/1/1999

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**A-08-007-04      Gift Funds - Arranged by fiscal year and country**

**Description:** Copies of telegrams, letters, memoranda, general correspondence and other related material which pertain to monetary and real estate contributions to the U.S. Government. FMP is the principal support bureau, keeps all official records, maintains an automated data base relating to such projects and authorizes acceptance of all donations.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** N1-059-92-6, item 1      **Date Edited:** 4/1/1999

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Office of Safety/Health and Environmental Management

**A-08-008-03a**      **Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.**

**Description:**      a. Documentation that reflects the decisions, policy, planning, negotiations, and history related to safety, industrial hygiene or environmental health. Correspondence, memorandums, memorandums of decision and conversation, reports, telegrams, and the Safety, Occupational Health and Environmental Management Resource Guides, that establishes Department of State policy and programs used to implement policy and document history.

**Disposition:**      Cut off at the end of the calendar year. Transfer to RSC when 5 years old for transfer To WNRC. Destroy when 30 years old.

**DispAuthNo:**      N1-059-92-30, item 3a      **Date Edited:**      4/1/1999

**A-08-008-03b**      **Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.**

**Description:**      b. Assessment Reports and reports of special studies.

**Disposition:**      Destroy when 10 years old

**DispAuthNo:**      N1-059-92-30, item 3b      **Date Edited:**      4/1/1999

**A-08-008-03c**      **Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.**

**Description:**      c. Exposure Assessment data and related information.

**Disposition:**      Retire to RSC when 10 years old for immediate transfer to WNRC and destroy when 30 years old.

**DispAuthNo:**      N1-059-92-30, item 3c      **Date Edited:**      4/1/1999

**A-08-008-04**      **Subject Files - Arranged by subject**

**Description:**      Department notices, letters, bulletins, etc. relating to safety, industrial hygiene or environmental health.

**Disposition:**      Destroy when superseded, obsolete or no longer needed.

**DispAuthNo:**      N1-059-92-30, item 4      **Date Edited:**      4/1/1999

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Real Estate Management

**A-08-009-01 Real Estate Central Files - Arranged by post name**

**Description:** Telegrams, environmental surveys, copies of lease agreements, letters, photographs, appraisals, reports, correspondence concerning proposed buildings, property agreements, negotiations, background materials and other documents pertaining to property leased or purchased by the U.S. Government.

**Disposition:** Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old. (ref. NC1-59-76-10, item 1)

**DispAuthNo:** N1-059-94-9, item 1 **Date Edited:** 7/19/2007

**A-08-009-02 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:** Reserved **Date Edited:** 4/1/1999

**A-08-009-04 REMS Property Inventory Books - Arranged by regional bureau, country, post, and ownership type**

**Description:** Real Estate Management reports, computer printouts, charts and other selected REMS data on U.S. Government-owned and leased property.

**Disposition:** Retire to RSC when 20 years old for transfer to WNRC. Destroy when 50 years old.

**DispAuthNo:** N1-059-94-9, item 4 **Date Edited:** 4/1/1999

**A-08-009-05 REMS Development History Files - Arranged by subject and year**

**Description:** Memoranda, correspondence, background documentation on the creation of the REMS System from 1982 to the present.

**Disposition:** Destroy 5 years after REMS is discontinued.

**DispAuthNo:** N1-059-94-9, item 5 **Date Edited:** 4/1/1999

**A-08-009-06 REMS Testing Files - Arranged in notebooks by project**

**Description:** Status Reports on REMS, requests for changes to current version of REMS, computer printouts, test results, and other related materials used to update REMS program in the Department.

**Disposition:** Destroy 3 years after REMS is discontinued.

**DispAuthNo:** N1-059-94-9, item 6 **Date Edited:** 4/1/1999



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### Chapter 08: Overseas Buildings Operations

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|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-009-07</b>  | <b>REMS Installation Files - Arranged by post name</b>                                                                                                                                                                                                                          |
| <b>Description:</b> | Memoranda, plans, progress reports, correspondence, telegrams, trip reports, arrangement for visits and other materials related to implementation of the REMS program at post.                                                                                                  |
| <b>Disposition:</b> | Destroy 3 years after REMS is discontinued.                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>  | N1-059-94-9, item 7                                                                                                                                                                                                                                                             |
|                     | <b>Date Edited:</b> 4/1/1999                                                                                                                                                                                                                                                    |
| <b>A-08-009-11</b>  | <b>Real Estate Property Appraisals - Arranged by post name</b>                                                                                                                                                                                                                  |
| <b>Description:</b> | Letters, memoranda, background materials, handwritten notes, appraisal reports, photographs, maps, cost estimates, and other documentation which pertain to U.S. Government leased property.                                                                                    |
| <b>Disposition:</b> | Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.                                                                                                                    |
| <b>DispAuthNo:</b>  | N1-059-94-9, item 11                                                                                                                                                                                                                                                            |
|                     | <b>Date Edited:</b> 4/1/1999                                                                                                                                                                                                                                                    |
| <b>A-08-009-12</b>  | <b>Long-Term Leases (Over 10 years)</b>                                                                                                                                                                                                                                         |
| <b>Description:</b> | Maintained in the Department. Original signed long-term leases for properties at posts, decision memoranda, acquisitions, contracts, blueprints, plans, photographs, surveys, letters, with copies of related repair contracts and other materials related to long term leases. |
| <b>Disposition:</b> | Destroy 25 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded                                                                                                               |
| <b>DispAuthNo:</b>  | N1-059-94-9, item 12                                                                                                                                                                                                                                                            |
|                     | <b>Date Edited:</b> 4/1/1999                                                                                                                                                                                                                                                    |
| <b>A-08-009-13</b>  | <b>Short-Term Leases</b>                                                                                                                                                                                                                                                        |
| <b>Description:</b> | Maintained at post. Contracts, leases, property description, notes, letters, memorandums, purchase orders, purchase receipts, estimates, work orders, telegrams and other related documents.                                                                                    |
| <b>Disposition:</b> | Destroy 3 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded                                                                                                                |
| <b>DispAuthNo:</b>  | N1-059-94-9, item 13                                                                                                                                                                                                                                                            |
|                     | <b>Date Edited:</b> 4/1/1999                                                                                                                                                                                                                                                    |

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-009-14a**      **Site Records**

**Description:**      Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government in foreign countries

a. Acquired Properties.

**Disposition:**      Destroy records on acquired property 50 years after property is sold and any litigation is concluded. (ref. II NNA-3111, item 32)

**DispAuthNo:**      N1-059-94-9, item 14a

**Date Edited:**      4/1/1999

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Art In Embassies Program

**A-08-010-01      Art in Embassies Post Files**

**Description:** These files consist of correspondence concerning the obtaining of paintings and other art objects for display at embassies, and related shipping forms, memorandums, inventories of painting and check sheets indicating post desires for works of art. Includes documentation for insurance and shipment for works of art.

**Disposition:** Block file every 2 years and destroy when 6 years old.

**DispAuthNo:** NN-171-140, item 1      **Date Edited:** 4/1/1999

**A-08-010-02      Art Loan Files**

**Description:** These files consist of correspondence with individuals, galleries, museums, private clubs and organizations, corporations and foundations regarding the loan of works of art. Includes documentation for insurance and shipment of works of art.

**Disposition:** Destroy 6 years after becoming inactive.

**DispAuthNo:** NN-171-140, item 2      **Date Edited:** 10/2/2007

**A-08-010-03      National and Executive Committee of the Art in Embassies Program Records**

**Description:** These records consist of general correspondence concerning committee activities and individual name files containing correspondence with individual members, data sheet and related documentation.

**Disposition:** Retain in A/ART.

**DispAuthNo:** NN-171-140, item 3      **Date Edited:** 4/1/1999

**A-08-010-04      Color Slides**

**Description:** Color transparencies of works of art used in the program.

**Disposition:** Retain in A/ART.

**DispAuthNo:** NN-171-140, item 4      **Date Edited:** 4/1/1999

**A-08-010-05      Registration, Location, Condition Receipt Record**

**Description:** Control Cards maintained by Artist, Country where located, Title and by assigned number.

**Disposition:** Retain in A/ART.

**DispAuthNo:** NN-17-140, item 6      **Date Edited:** 10/2/2007

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## U.S. Department of State Records Schedule

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-010-06**      **Contact Cards**

**Description:**      Cards containing name, address and phone number of likely prospects for an art loan.

**Disposition:**      Destroy after purpose has been served.

**DispAuthNo:**      Non-Record

**Date Edited:**      4/1/1999

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### OBO Front Office

**A-08-011-01      Director Correspondence Files**

**Description:** Includes guidance and policy documentation; decision papers.

Recordkeeping copy is paper.

**Disposition:** PERMANENT: Cutoff at the end of Director tenure or sooner if necessary. Transfer to Records Service Center at cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

**DispAuthNo:** N1-059-07-9, item 1      **Date Edited:** 3/6/2008

**A-08-011-02      Travel Briefing Book for Opening Ceremonies**

**Description:** Briefing materials on openings of new overseas posts. Includes Director schedule; Trip reports; Country clearance cables; Visit schedules; Names of meeting participants; Fact Sheets on visiting post; and Talking points.

Recordkeeping copy is paper.

**Disposition:** PERMANENT: Cutoff at the end of Director tenure or sooner if necessary. Transfer to Records Service Center at cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

**DispAuthNo:** N1-059-07-9, item 2      **Date Edited:** 3/6/2008

**A-08-011-03      Director Congratulatory and Condolence File**

**Description:** Contains copies of the Director thank you letters to posts after ceremonial/groundbreaking visits; commendations to posts; congratulatory messages on promotions; and condolence letters to post employees.

**Disposition:** TEMPORARY: Destroy when no longer needed.

**DispAuthNo:** N1-059-07-9, item 3      **Date Edited:** 3/6/2008

**A-08-011-04      Director Calendar and Daily Schedule**

**Description:** Calendar and daily schedule for the Director, Bureau of Overseas Building Operations.

**Disposition:** TEMPORARY: Cutoff at the end of Calendar Year. Destroy three (3) years after cutoff.

**DispAuthNo:** N1-059-07-9, item 4      **Date Edited:** 3/6/2008

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-011-05 Contracting Officer Representative (COR) Files

**Description:** Reference materials on contractor personnel information, performance ratings, and resumes; guidance memos to post from the General; and copies of contracts and amendments. Used solely for reference purposes. (Official copy retained in subordinate office).

**Disposition:** TEMPORARY: Destroy when contractor is separated from the organization or no longer needed for reference.

**DispAuthNo:** Non-Record **Date Edited:** 3/6/2008

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#### A-08-011-06 Director Correspondence/Working Files

**Description:** Reference copies of notes, memorandums, and letters to/from the Director; and other reference materials such as copies of taskers, official-informal correspondence; copies of action memorandums, briefing memorandums, and guidance memorandums. (Used solely for reference purposes. Official copy retained in subordinate office(s)).

**Disposition:** TEMPORARY: Destroy when no longer needed for reference.

**DispAuthNo:** Non-Record **Date Edited:** 3/6/2008

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#### A-08-011-07 Travel Vouchers

**Description:** Routine administrative records including outgoing correspondence, forms, vouchers, and related records pertaining to commercial and non-commercial agency travel and transportation.

**Disposition:** TEMPORARY: Destroy when two (2) years old.

**DispAuthNo:** GRS 9, item 4a **Date Edited:** 3/6/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Chief of Staff

**A-08-012-01 Front Office Chron**

**Description:** Includes, notes to the Secretary of State; decision memorandums, action memorandums, and information memorandums from the OBO Front Office to the Undersecretary for Management.

Recordkeeping copy is paper.

**Disposition:** PERMANENT: Cutoff at the end of Calendar Year. Transfer to Records Service Center two (2) years after cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

**DispAuthNo:** N1-059-07-14, item 1

**Date Edited:** 3/6/2008

**A-08-012-02 Broadcast Emails**

**Description:** Contains electronic copies of OBO broadcast email messages on various administrative issues including guidelines and travel advisories for official travel to and from posts and IT messages for information management.

**Disposition:** TEMPORARY: Destroy when no longer needed for reference purposes.

**DispAuthNo:** N1-059-07-14, item 2

**Date Edited:** 3/6/2008

**A-08-012-03 Chief of Staff Calendar and Daily Schedule**

**Description:** Calendar and daily schedule for the Chief of Staff, Bureau of Overseas Buildings Operations.

**Disposition:** TEMPORARY: Cutoff at the end of Calendar Year. Destroy three (3) years after cutoff.

**DispAuthNo:** N1-059-07-14, item 3

**Date Edited:** 3/6/2008

**A-08-012-04 Tracking and Control Records**

**Description:** Electronic logs used to control or document the status of correspondence, reports, and other records. Consists of pending taskers by month and completed tasker items.

**Disposition:** TEMPORARY: Destroy or delete when two (2) years old, or two (2) years after the date of the latest entry, whichever is applicable.

**DispAuthNo:** GRS 23, item 8

**Date Edited:** 3/6/2008

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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**A-08-012-05      Travel Vouchers**

**Description:** a. Routine administrative records including outgoing correspondence, forms, vouchers, and related records pertaining to commercial and non-commercial agency travel and transportation and freight functions not covered elsewhere in this schedule; reference items, and E-mails.

**Disposition:** TEMPORARY: Destroy when two (2) years old.

**DispAuthNo:** GRS 9, item 4a      **Date Edited:** 3/6/2008

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**A-08-012-05a      Travel Vouchers**

**Description:** b. Accountability records documenting the issue or receipt of accountable documents.

**Disposition:** TEMPORARY: Destroy when one (1) year old.

**DispAuthNo:** GRS 9, item 4b      **Date Edited:** 3/6/2008

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**A-08-012-07      Working Files**

**Description:** Copies of ceremonial trip reports, reference copies of inter-office decision memorandum regarding planning, and purchases. Soley used for reference.

**Disposition:** TEMPORARY: Destroy when no longer needed or superseded.

**DispAuthNo:** Non-record      **Date Edited:** 3/6/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Internal Review and Operations Research

##### A-08-013-01 Background Information Files

**Description:** Report background information used in preparation of the internal review reports or to monitor operations. Includes copies of weekly reports, contract and procurement information, Special Projects, Congressional Budget Requests, weekly/monthly meetings, Management Control Steering Committee files, etc.

Arranged chronologically by OBO organizations.

**Disposition:** TEMPORARY: Destroy when no longer needed.

**DispAuthNo:** N1-059-07-7, item 1

**Date Edited:** 1/17/2008

##### A-08-013-02 Internal Review Report Files

**Description:** File contains reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Reports prepared in response to a Bureau Director written or verbal requests to conduct a review/evaluation of OBO offices. The evaluation includes administrative, functional or operational aspects. Final Review Report consists of information regarding findings, conclusions, recommendation, and background and/or supporting documentation. Files may include follow-up reports to monitor the office response to IROR recommendations and/or the plan of action by office reviewed.

Arranged chronologically by office. Files cover the period from 2003 to present.

**Disposition:** TEMPORARY: Cut off when no further corrective action is necessary. Destroy five (5) years after cutoff or when superseded by another report, whichever is later.

**DispAuthNo:** GRS 16, item 14f(1)

**Date Edited:** 1/17/2008

##### A-08-013-03 Electronic Mail and Word Processing System Copies

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

**Disposition:** TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

**DispAuthNo:** GRS 16, item 15a

**Date Edited:** 1/17/2008

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-013-03a                      Electronic Mail and Word Processing System Copies**

**Description:**        Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

**Disposition:**        TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

**DispAuthNo:**        GRS 16, item 15b

**Date Edited:**        1/17/2008

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## U.S. Department of State Records Schedule

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### *Chapter 08: Overseas Buildings Operations*

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#### External Affairs

**A-08-014-01a      Industry Advisory Panel Files**

**Description:** Files documenting the Panel's establishment, membership, policy, organization, deliberations, findings, and recommendations such as minutes of meetings, meeting programs, and agendas.

**Disposition:** PERMANENT. Transfer to the National Archives on termination of the Panel. Earlier periodic transfers are authorized for FACA organizations operating for 3 years or longer.

NOTE: electronic and non-textual records transferred to NARA must follow NARA published transfer instructions.

**DispAuthNo:** GRS 26, Item 2a

**Date Edited:** 11/4/2008

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**A-08-014-01b      Industry Advisory Panel Files**

**Description:** Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value.

**Disposition:** Temporary. Destroy/delete when 3 years old.

NOTE: Prior to destruction/deletion, NARA, in consultation with Panel staff, will review records covered by this item and may identify files that warrant PERMANENT retention. Such records will be transferred to the National Archives at the time that related PERMANENT records are transferred.

NOTE: Administrative records generated by an advisory committee – records relating to budget, personnel, supply or similar housekeeping or facilitation functions – may be disposed of in accordance with the General Records Schedules since they do not pertain to the subject matter advice that the advisory committee is providing to the Government. Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the commission (such as payroll, personnel and fiscal records) should be transferred to the agency providing administrative support.

**DispAuthNo:** GRS 26, Item 2b

**Date Edited:** 11/7/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-014-02 Annual Publications - The Stewardship Report

**Description:** The Stewardship Report booklet established in 2002 provides information to the Secretary, OMB, Congress and all stakeholders on the results-based operations management in planning and development, real estate and property management, project execution capital projects and major rehabilitation, post support, safety, facility maintenance and repair, arts in embassies, outreach activities and internal improvement.

**Disposition:** PERMANENT. Cut off at end of calendar year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years after cut off of most recent issuance in the block.

NOTE: Record copy limited to paper.

**DispAuthNo:** N1-059-08-5, Item 2 **Date Edited:** 11/7/2008

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#### A-08-014-03 Annual Publications - The OBO Bugle

**Description:** The OBO Bugle booklet is newsletter geared for project directors in the field and for the public, reporting on the Director's post visits and profiles, outreach activities, training, recognition and awards, the Arts in Embassies Program, and post notes.

**Disposition:** PERMANENT. Cut off at end of calendar year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years after cut off of most recent issuance in the block.

NOTE: Record copy limited to paper.

**DispAuthNo:** N1-059-08-5, Item 3 **Date Edited:** 11/7/2008

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#### A-08-014-04 OBO Director Speeches

**Description:** Contains talking points and speeches, regardless of media, used to convey status of construction projects to Construction Industry groups on the opening of new buildings overseas. File includes PowerPoint presentations, photographs, and other materials.

**Disposition:** Temporary. Cut off after construction project completed. Destroy 3 years after cut off.

**DispAuthNo:** N1-059-08-5, Item 4 **Date Edited:** 11/7/2008

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#### A-08-014-05 History and News Reference File

**Description:** Contains news clippings and some copies of photographs and other miscellaneous materials on both older and current properties, used solely for reference.

**Disposition:** Temporary. Destroy when no longer needed

**DispAuthNo:** Non-Record **Date Edited:** 11/7/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-014-06a</b>           | <b>Photograph Collection - Culturally Significant Properties (Hardcopy Photographs)</b>                                                                                                                                                                                                                                                                                                                                                         |
| <b>Description:</b>           | Booklet and photographs of the Secretary of State register of culturally significant properties under long-term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener houses, and guest houses.<br>a) Prints, Slides, Negatives, and Related Paper Materials                                   |
| <b>Disposition:</b>           | PERMANENT. Transfer all photographs on hand (ca. 1950s to ca. 2005) to NARA upon approval of the schedule.                                                                                                                                                                                                                                                                                                                                      |
| <b>DispAuthNo:</b>            | N1-059-08-5, Item 6a                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Date Edited:</b> 11/7/2008 |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>A-08-014-06b</b>           | <b>Photograph Collection - Culturally Significant Properties (Digital Scans)</b>                                                                                                                                                                                                                                                                                                                                                                |
| <b>Description:</b>           | Booklet and photographs of the Secretary of State register of culturally significant properties under long-term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener houses, and guest houses.<br>b) Digital scans, on CDs and/or other digital storage devices, of original items in Item 6a |
| <b>Disposition:</b>           | PERMANENT. Transfer the digital scans with the original media in 6a, along with any related index or other finding aid in electronic form.<br><br>NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.                                                                                                                                                                                |
| <b>DispAuthNo:</b>            | N1-059-08-5, Item 6b                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Date Edited:</b> 11/7/2008 |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>A-08-014-06c</b>           | <b>Photograph Collection - Culturally Significant Properties (Born-digital photographs)</b>                                                                                                                                                                                                                                                                                                                                                     |
| <b>Description:</b>           | Booklet and photographs of the Secretary of State register of culturally significant properties under long term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener houses, and guest houses.<br>c) Born digital photographs, on CDs and/or other digital storage devices                    |
| <b>Disposition:</b>           | PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre-2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form.<br>NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.                 |
| <b>DispAuthNo:</b>            | N1-059-08-5, Item 6c                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Date Edited:</b> 11/7/2008 |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-014-07a</b> | <b>Photograph Collection -Representational Properties (Hardcopy Photographs)</b>                                                                                                                                                                                                                                                                                                                                                    |
| <b>Description:</b> | Collection of photographs, black and white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos.<br><br>a) Prints, slides, negatives, related paper materials                                                                           |
| <b>Disposition:</b> | PERMANENT. Transfer all photographs on hand (ca. 1950s to ca. 2005) to NARA upon approval of the schedule.                                                                                                                                                                                                                                                                                                                          |
| <b>DispAuthNo:</b>  | N1-059-08-5, Item 7a <b>Date Edited:</b> 11/7/2008                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A-08-014-07b</b> | <b>Photograph Collection -Representational Properties (Digital Scans)</b>                                                                                                                                                                                                                                                                                                                                                           |
| <b>Description:</b> | Collection of photographs, black and white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos.<br><br>b) Digital scans, on CDs and/or other digital storage devices, of original items in 7a                                          |
| <b>Disposition:</b> | PERMANENT. Transfer the digital scans with the original media in 7a, along with any related index or other finding aid in electronic form.<br><br>NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.                                                                                                                                                                    |
| <b>DispAuthNo:</b>  | N1-059-08-5, Item 7b <b>Date Edited:</b> 11/7/2008                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A-08-014-07c</b> | <b>Photograph Collection -Representational Properties (Born-digital Photographs)</b>                                                                                                                                                                                                                                                                                                                                                |
| <b>Description:</b> | Collection of photographs, black and white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos.<br><br>c) Born digital photographs, on CDs and/or other digital storage devices                                                        |
| <b>Disposition:</b> | PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre 2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form.<br><br>NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements. |
| <b>DispAuthNo:</b>  | N1-059-08-5, Item 7c <b>Date Edited:</b> 11/7/2008                                                                                                                                                                                                                                                                                                                                                                                  |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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**A-08-014-08      Photograph Collection (other properties)**

**Description:** Black and white and color photographs of apartments, residences, and other non-historic or non-culturally significant properties, regardless of media. Includes prints, slides, negatives, digitally scanned images, and born-digital images.

**Disposition:** Temporary. Destroy/delete when U.S. no longer has ownership of the building, no longer leases the building, or when no longer needed.

**DispAuthNo:** N1-059-08-5, Item 8

**Date Edited:** 11/7/2008

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**A-08-014-09a      Photographs – Construction (Hardcopy Photographs)**

**Description:** Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations.

a) Prints, slides, negatives

**Disposition:** PERMANENT. Transfer all photographs on hand to NARA upon approval of the schedule.

**DispAuthNo:** N1-059-08-5, Item 9a

**Date Edited:** 11/7/2008

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**A-08-014-09b      Photographs – Construction (Digital Scans)**

**Description:** Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations.

b) Digital scans, on CDs and/or other digital storage devices, of original items in 9a

**Disposition:** PERMANENT. Transfer the digital scans with the original media in 9a, along with any related index or other finding aid in electronic form.

NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.

**DispAuthNo:** N1-059-08-5, Item 9b

**Date Edited:** 11/7/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-014-09c</b> | <b>Photographs – Construction (Born-digital Photographs)</b>                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description:</b> | <p>Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations.</p> <p>c) Born digital photographs, on CDs and/or other digital storage devices</p>                                                                             |
| <b>Disposition:</b> | <p>PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre-2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form.</p> <p>NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.</p> |
| <b>DispAuthNo:</b>  | N1-059-08-5, Item 9c <b>Date Edited:</b> 11/7/2008                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A-08-014-10</b>  | <b>Photographs - Construction</b>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Description:</b> | <p>Uncaptioned and/or unedited photographic files of buildings under construction, photographs documenting routine aspects of construction progress, and construction photographs of non-significant properties, regardless of media. Images are maintained in the Construction and Commissioning Division (CC), among other locations.</p>                                                                                                |
| <b>Disposition:</b> | <p>Temporary. Destroy/delete 7 years after construction is completed.</p>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DispAuthNo:</b>  | N1-059-08-5, Item 10 <b>Date Edited:</b> 11/7/2008                                                                                                                                                                                                                                                                                                                                                                                         |



## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-014-11a Digital Media Photo Library (DMPL)

**Description:** DMPL is a system designed to manage digital images of photographs and reports. These images are to be stored and retrieved according to descriptive criteria such as Post Name, Property Use, and Project Number. DMPL is designed to store scanned versions of film and paper-based photographs, as well as born-digital photographs; images are to be scanned or uploaded as they arrive with related index information. Focal point is imagery relating to Culturally Significant and Representational Properties.

a) Master files -verified scanned images and born digital entries. A quality control check of each image is to be made during the input process to ensure the readability of the images in the system.

**Disposition:** PERMANENT. Cut off annually. Transfer to NARA in 3 yr. blocks at the end of the last year of the block (e.g., 2009-2011 block transferred at the end of 2011). NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.

**DispAuthNo:** N1-059-08-5, Item 11a **Date Edited:** 11/7/2008

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#### A-08-014-11b Digital Media Photo Library (DMPL)

**Description:** b) Index database files, containing verified elements of information pointing to images stored in the system. Data elements include system identification number; date; subject; post; property; country; and other related elements.

**Disposition:** PERMANENT. Transfer to NARA relevant portions of DMPL index database files corresponding to records in Item 11 (a). NOTE: Electronic transfers must be in accordance with NARA Digital Photographic Records transfer requirements.

**DispAuthNo:** N1-059-08-5, Item 11b **Date Edited:** 11/7/2008

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#### A-08-014-11c Digital Media Photo Library (DMPL)

**Description:** c) Outputs reports.

**Disposition:** Temporary. Destroy when no longer needed.

**DispAuthNo:** N1-059-08-5, Item 11c **Date Edited:** 11/7/2008

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## U.S. Department of State Records Schedule

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-014-11d**      **Digital Media Photo Library (DMPL)**

**Description:**      d) Documentation system specifications, file specifications, codebooks, record layouts, user guide, and other documentation related to the image and index files as well as operation and maintenance of the DMPL system.

**Disposition:**      PERMANENT. Maintain for life of DMPL System. Transfer to NARA along with related image and index files.

**DispAuthNo:**      N1-059-08-5, Item 11d

**Date Edited:**      11/7/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Iraq Project Coordination Office

**A-08-015-01      Site Photos - Ground Level**

**Description:** Pictorial history of the construction of the embassy compound as it progressed including structural, electrical, site visit, etc. Pictures of the embassy compound and surrounding areas. Updated until completion of project.

a. Paper or hard print copies of photos.

**Disposition:** TEMPORARY: Destroy six (6) years after New Embassy Compound turned over to post or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-07-5, item 1

**Date Edited:** 4/21/2008

**A-08-015-01a      Site Photos - Ground Level**

**Description:** Pictorial history of the construction of the embassy compound as it progressed including structural, electrical, site visit, etc. Pictures of the embassy compound and surrounding areas. Updated until completion of project.

b. Electronic copy of photos kept on CD.

**Disposition:** TEMPORARY: Destroy when no longer needed.

**DispAuthNo:** N1-059-07-5, item 2

**Date Edited:** 4/21/2008

**A-08-015-02      Weekly Meeting Files**

**Description:** File contains progress reports and meeting minutes concerning the status of the project.

**Disposition:** TEMPORARY: Destroy when three (3) years old or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-07-5, item 3

**Date Edited:** 4/21/2008

**A-08-015-03      Summary Report Files**

**Description:** Reports produced by each contractor on site for each building. Includes requests from contractors regarding the structure and request for structure inspection. Maintained in binders.

**Disposition:** TEMPORARY: Destroy six (6) years after New Embassy Compound turned over to post or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-07-5, item 4

**Date Edited:** 4/21/2008

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-015-04 Contract Files

**Description:** Files consist of copies of contracts and related communications with contractors, architects and construction supervisors. Files arranged in numerical order by contract number.

**Disposition:** TEMPORARY: Destroy six (6) years and three (3) months after final payment or when no longer needed.

**DispAuthNo:** GRS 3, item 3a(1)(a) **Date Edited:** 4/21/2008

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#### A-08-015-05 Submittal Files

**Description:** Files contain reports related to each of the major contracts. Include technical specification reports for mechanical, electrical, concrete and furniture for new building compound.

**Disposition:** TEMPORARY: Destroy six (6) years and three (3) months after final payment or when no longer needed.

**DispAuthNo:** GRS 3, item 3a(1)(a) **Date Edited:** 4/21/2008

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#### A-08-015-06 Drawings and Specifications

**Description:** Files contain master file drawings and specifications of architectural, electrical, mechanical and structural specifications for proposed, constructed or completed buildings. Includes specifications and associated reports.

**Disposition:** PERMANENT: Transfer to records center when no longer needed. Offer to National Archives when twenty-five (25) years old.

**DispAuthNo:** NC1-059-76-10, item 2 **Date Edited:** 4/21/2008

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#### A-08-015-07 Request for Information (RFI) Submittals

**Description:** Files consist of questions and/or problems encountered by the project contractors that require a resolution from IPCO. Maintained by contract number.

**Disposition:** TEMPORARY: Destroy in six (6) years three (3) months after final payment or when no longer needed.

**DispAuthNo:** GRS 3, item 3a(1)(a) **Date Edited:** 4/21/2008

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#### A-08-015-08 Maps, Surveys and Topographic Studies

**Description:** Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts.

**Disposition:** PERMANENT: Offer to National Archives when twenty-five (25) years old.

**DispAuthNo:** NC1-059-76-10, Item 4 **Date Edited:** 4/21/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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**A-08-015-09      Model of Embassy Compound Iraq**

**Description:** Constructed 3D scale model of the Embassy buildings, residential compound and landscaping.

**Disposition:** TEMPORARY: Maintain until no longer needed.

**DispAuthNo:** Non-Record **Date Edited:** 4/21/2008

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**A-08-015-10      Technical Specification Manuals**

**Description:** Reference copies of manuals, publications, technical information other documentation on building specifications for electrical, mechanical, plumbing, concrete and other technical specification related to construction of government owned building. Used solely for reference purposes only.

**Disposition:** TEMPORARY: Destroy when no longer needed.

**DispAuthNo:** Non-Record **Date Edited:** 4/21/2008

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**A-08-015-11      Electronic Mail and Word Processing System Copies**

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition:** TEMPORARY: Destroy/delete within on hundred-eighty (180) days after the recordkeeping copy has been produced.

**DispAuthNo:** GRS 23, item 10a **Date Edited:** 4/21/2008

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## U.S. Department of State Records Schedule

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-015-11a**                      **Electronic Mail and Word Processing System Copies**

**Description:**            Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:**            TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

**DispAuthNo:**            GRS 23, item 10b

**Date Edited:**            4/21/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Information Resource Management Division (OBO/RM/EX/IRM)

##### A-08-016-01a(1) Buildings Management Integrated System (BMIS)

**Description:** BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.

a. System Input – Copies of project information from the various OBO program areas and overseas posts include but not limited to digital photos, building specifications, construction cost, leasing information, financial spreadsheet, data entry and other project documentation as well as extracted electronically for RPA (Real Property Application) Information Resource Management System (IRMS), U.S. Costs Program, Web Work Order for Windows (WebWOW), Project Information Database (PID) regarding government owned and/or leased property.

(1) Paper

**Disposition:** Temporary. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

**DispAuthNo:** GRS 20, item 2a(4)

**Date Edited:** 8/28/2009

##### A-08-016-01a(2) Buildings Management Integrated System (BMIS)

**Description:** BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.

a. System Input – Copies of project information from the various OBO program areas and overseas posts include but not limited to digital photos, building specifications, construction cost, leasing information, financial spreadsheet, data entry and other project documentation as well as extracted electronically for RPA (Real Property Application), Information Resource Management System (IRMS), U.S. Costs Program, Web Work Order for Windows (WebWOW), Project Information Database (PID) regarding government owned and/or leased property.

(2) Electronic Input

**Disposition:** Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later.

**DispAuthNo:** GRS 20, item 2b

**Date Edited:** 8/28/2009

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-016-01b</b> | <b>Building Management Integrated System (BMIS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b> | <p>BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.</p> <p>b. Master Data Files: Contains data regarding costs, leases, and other contracts associated with real estate and facilities; project management tracking; planning and budget data; maintenance, operations and planning management data; and other related data.</p> |
| <b>Disposition:</b> | Temporary. Destroy 7 years after the property is no longer owned/leased or when no longer needed, whichever is later.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>  | N1-059-09-24, item 1b                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Date Edited:</b> | 8/28/2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>A-08-016-01c</b> | <b>Building Management Integrated System (BMIS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b> | <p>BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.</p> <p>c. System Output: Reports included but limited to statistical reports, inventories, management reports, real estate reports, etc.</p>                                                                                                                                 |
| <b>Disposition:</b> | Temporary. Destroy when no longer needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>DispAuthNo:</b>  | N1-059-09-24, item 1c                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Date Edited:</b> | 8/28/2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>A-08-016-01d</b> | <b>Building Management Integrated System (BMIS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b> | <p>BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.</p> <p>d. System Documentation: Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications.</p>                                                                                                                         |
| <b>Disposition:</b> | Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>DispAuthNo:</b>  | GRS 20, Item 11a(1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Date Edited:</b> | 8/28/2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-016-01e Building Management Integrated System (BMIS)

**Description:** BMIS provides an integrated enterprise-wide solution that centralizes, coordinates and shares information between divisions over the course of the lifecycle of a building, supporting asset management, maintenance management, project management and real estate and space management. Information retained on BMIS is dated from 1998 to the present.

e. Backup of Files: Electronic copy, considered by the agency to be a Federal record, of the master copy of electronic record or file retained in case the master file or database is damaged or inadvertently erased. Incremental backup are done daily; full backups are done weekly and monthly to storage area network on disks.

**Disposition:** Temporary. Delete when the identical records have been deleted or when replaced by a subsequent backup file.

**DispAuthNo:** GRS 20, Item 8b

**Date Edited:** 8/28/2009

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#### A-08-016-02a(1) Information Resource Management System (IRMS)

**Description:** The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

a. System Input: Information obtained from copies of leases, title/deed documentation and information input electronically from post using the Web Real Property Application (RPA), Web Work Order for Windows (WebWOW), U.S. Cost and various COTS applications.

(1) Paper

**Disposition:** Temporary. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

**DispAuthNo:** GRS 20, item 2a(4)

**Date Edited:** 8/28/2009

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## U.S. Department of State Records Schedule

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-016-02a(2)**      **Information Resource Management System (IRMS)**

**Description:**      The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

a. System Input: Information obtained from copies of leases, title/deed documentation, and information input electronically from post using the Web Real Property Application (RPA), Web Work Order for Windows (WebWOW), and various COTS applications.

(2) Electronic

**Disposition:**      Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later.

**DispAuthNo:**      GRS 20, item 2b

**Date Edited:**      8/28/2009

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-016-02b**                      **Information Resource Management System (IRMS)**

**Description:**        The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

b. Master Data File: Contains data regarding funding for facility maintenance projects and requirements; real property leases; fund disbursements; project performance; repository of non-capital project information; tracking information regarding shipments of residential and office furniture and furnishings to posts; fire equipment installations, fire prevention and incidents at post; real property holdings including cost, size, occupants, features and address, as well as, other project information.

**Disposition:**        Temporary. Destroy 7 years after the property is no longer owned/leased or when no longer needed, whichever is later.

**DispAuthNo:**        N1-059-09-26, item 1b

**Date Edited:**        8/28/2009

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-016-02c**      **Information Resource Management System (IRMS)**

**Description:**      The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

c. Output: Real estate management reports, financial reports, lease waiver reports and various ad hoc reports are generated daily. Electronic reports are routinely sent to Federal Real Property Profile.

**Disposition:**      Temporary. Cutoff end of fiscal year. Destroy 5 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:**      N1-059-09-26, item 1c

**Date Edited:**      8/28/2009

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-016-02d**                      **Information Resource Management System (IRMS)**

**Description:**            The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

d. Documentation: Includes user requirements, design document, implementation procedures, testing documentations, installation procedures and software. The applications documentations are maintained electronically and paper.

**Disposition:**            Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

**DispAuthNo:**            GRS 20, item 11a(1)

**Date Edited:**            8/28/2009

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### *Chapter 08: Overseas Buildings Operations*

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#### **A-08-016-02e      Information Resource Management System (IRMS)**

**Description:** The Information Resource Management System (IRMS) supports OBO oversight and management of its worldwide real property holdings. IRMS is an essential component of OBO work processes. The Information Resource Management System (IRMS) consists of custom-developed software applications, as well as several commercial off the shelf (COTS) applications and an extranet used for collaborating with OBO private sector business partners that support the Bureau of Overseas Buildings Operations core operations. Included in IRMS are custom software applications that generate allotment cables that distribute program funds to Department of State posts abroad, track requirements for maintaining and improving those posts. Also included within the Information Resource Management System are COTS software applications that store digital photographs of overseas facilities, maintain documents related to projects to build new embassies overseas, and track tasks associated with work at OBO. The COTS applications are integrated to varying degrees with the custom applications. Together, these applications comprise the core information systems that OBO relies on to manage its business. Information retained on IRMS is dated from 1998 to the present.

e. Backup of Files - Electronic copy, considered by the agency to be a Federal record, of the master copy of electronic record or file retained in case the master file or database is damaged or inadvertently erased. Incremental backup are done daily; full backups are done weekly and monthly to storage area network on disks.

**Disposition:** Temporary. Delete when the identical records have been deleted or when replaced by a subsequent backup file.

**DispAuthNo:** GRS 20, Item 8b      **Date Edited:** 8/28/2009

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#### **A-08-016-03a      Facilities Environmental Tracking System (FACETS)**

**Description:** The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data.

a. System Input: Data entry, measurements, drawings, surveys, inspections, sample analysis and abatements/repairs conducted on government owned and/or leased property regarding asbestos and other environmental issues.

**Disposition:** Temporary. Destroy when the information and/or data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.

**DispAuthNo:** GRS 20, Item 2b      **Date Edited:** 8/28/2009

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| <b>A-08-016-03b</b> | <b>Facilities Environmental Tracking System (FACETS)</b> |
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| <b>Description:</b> | The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data. |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

b. Stored Data File: Contains data from surveys, inspections, air sampling, bulk sample analysis, drawings and abatement/repairs regarding Asbestos and other environmental data.

|                     |                                                                                                                                                   |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Disposition:</b> | Temporary. Cutoff when property no longer owned/leased. Destroy 30 years after cutoff or when no longer needed for reference, whichever is later. |
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| <b>DispAuthNo:</b> | N1-059-09-27, item 1b | <b>Date Edited:</b> | 8/28/2009 |
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| <b>A-08-016-03c</b> | <b>Facilities Environmental Tracking System (FACETS)</b> |
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|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b> | The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data. |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

c. System Output: Reports such as but not limited to management reports, comparison reports, inspection reports, executive summaries, etc.

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|---------------------|-------------------------------------------|
| <b>Disposition:</b> | Temporary. Destroy when no longer needed. |
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| <b>DispAuthNo:</b> | N1-059-09-27, item 1c | <b>Date Edited:</b> | 8/28/2009 |
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### *Chapter 08: Overseas Buildings Operations*

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| <b>A-08-016-03d</b> | <b>Facilities Environmental Tracking System (FACETS)</b> |
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|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b> | The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data. |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

d. System Documentation: Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, operations and maintenance guide.

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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Disposition:</b> | Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. |
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| <b>DispAuthNo:</b> | GRS 20, Item 11a(1) | <b>Date Edited:</b> | 8/28/2009 |
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| <b>A-08-016-03e</b> | <b>Facilities Environmental Tracking System (FACETS)</b> |
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|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b> | The Facilities Environmental Tracking System (FACETS) database is used to gather and display environmental information on OBO owned and leased buildings overseas. The information is gathered by maintenance engineers that visit posts to obtain measurements, samples, pictures and other pertinent data. The database contains specific asbestos data and drawings but is expanding to contain, water quality, underground storage tanks and indoor air quality data. |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

e. Backup of Files: Electronic copy, considered by the agency to be a Federal record, of the master copy of electronic record or file retained in case the master file or database is damaged or inadvertently erased. Incremental backup are done daily; full backups are done weekly and monthly to storage area network on disc.

|                     |                                                                                                              |
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| <b>Disposition:</b> | Temporary. Delete when the identical records have been deleted or when replaced by a subsequent backup file. |
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| <b>DispAuthNo:</b> | GRS 20, Item 8b | <b>Date Edited:</b> | 8/28/2009 |
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#### Management Support Division

**A-08-017-01 Project Files**

**Description:** Files contain reconfiguration requests, drawings, maps, budget files, spread sheets, ledger, forecasting invoices, payment disposition and purchase orders.

**Disposition:** TEMPORARY: Cut off when project completed. Destroy/delete 7 (seven) years after cut off.

**DispAuthNo:** N1-059-07-13, item 1

**Date Edited:** 1/29/2008

**A-08-017-02 Courier Logs**

**Description:** a. Courier runs to/from local embassies for passport and visa pick-up/deliver.

**Disposition:** TEMPORARY: Destroy when 6 (six) months old.

**DispAuthNo:** GRS 12, item 6f

**Date Edited:** 1/29/2008

**A-08-017-02a Courier Logs**

**Description:** b. Electronic database used to track passports and visas for accountability purposes. Arranged alphabetically by the person's name. Records span 2003 to present.

**Disposition:** TEMPORARY: Delete with related records or when the agency determines that are no longer needed for administrative, legal, audit or other operational purposes, whichever is later.

**DispAuthNo:** GRS 20, item 9

**Date Edited:** 1/29/2008

**A-08-017-03 Passport Delivery/Accountability Forms**

**Description:** Contains forms used to control or document the accountability for delivery of visas/passports.

**Disposition:** TEMPORARY: Destroy or delete when 2 (two) years old, or 2 (two) years after the date of the latest entry, whichever is applicable.

**DispAuthNo:** GRS 23, item 8

**Date Edited:** 1/29/2008

**A-08-017-04 Official and Diplomatic Passports**

**Description:** Documents relating to the issuance of official and diplomatic passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations

**Disposition:** TEMPORARY: Destroy when 3 (three) years old or upon separation of the bearer, whichever is sooner.

**DispAuthNo:** GRS 9, item 5a

**Date Edited:** 1/29/2008

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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-017-05</b>  | <b>Travel Credit Card Files</b>                                                                                                                                                                                                                                                                      |
| <b>Description:</b> | File includes application, letter of authorization from managing director, and delinquent cards.                                                                                                                                                                                                     |
| <b>Disposition:</b> | TEMPORARY: Destroy 6 (six) years and 3 (three) months after period covered by account.                                                                                                                                                                                                               |
| <b>DispAuthNo:</b>  | GRS 6, item 1                                                                                                                                                                                                                                                                                        |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                                                                                                                                                            |
| <b>A-08-017-06</b>  | <b>Form DS-712 File</b>                                                                                                                                                                                                                                                                              |
| <b>Description:</b> | Records of receipt and routing of incoming and outgoing mail.                                                                                                                                                                                                                                        |
| <b>Disposition:</b> | TEMPORARY: Destroy when 1 (one) year old.                                                                                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | GRS 12, item 6a                                                                                                                                                                                                                                                                                      |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                                                                                                                                                            |
| <b>A-08-017-07</b>  | <b>Cable Profile Worksheet Files</b>                                                                                                                                                                                                                                                                 |
| <b>Description:</b> | Correspondence and related records pertaining to internal administration and operation. File includes user information for accessing the database.                                                                                                                                                   |
| <b>Disposition:</b> | TEMPORARY: Destroy when 2 (two) years old.                                                                                                                                                                                                                                                           |
| <b>DispAuthNo:</b>  | GRS 12, item 2a                                                                                                                                                                                                                                                                                      |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                                                                                                                                                            |
| <b>A-08-017-09</b>  | <b>Inventory Management Files</b>                                                                                                                                                                                                                                                                    |
| <b>Description:</b> | a. Inventory List: Integrated Logistic Management System (ILMS) accounts for all domestic property within OBO.                                                                                                                                                                                       |
| <b>Disposition:</b> | TEMPORARY: Destroy 2 (two) years from date of list.                                                                                                                                                                                                                                                  |
| <b>DispAuthNo:</b>  | GRS 3, item 9a                                                                                                                                                                                                                                                                                       |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                                                                                                                                                            |
| <b>A-08-017-09a</b> | <b>Inventory Management Files</b>                                                                                                                                                                                                                                                                    |
| <b>Description:</b> | b. Supporting Documentation: Supporting documentation which include but not limited to purchase orders, inventory lists used to update inventory database and related documents regarding domestic personal property within OBO, such as, administrative, program and capitalized personal property. |
| <b>Disposition:</b> | TEMPORARY: Destroy 2 (two) years after discontinuance of item, 2 (two) years after stock balance is transferred to new card or recorded under a new classification, or 2 (two) years after equipment is removed from agency control.                                                                 |
| <b>DispAuthNo:</b>  | GRS 3, item 9b                                                                                                                                                                                                                                                                                       |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                                                                                                                                                            |

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#### A-08-017-09b Inventory Management Files

**Description:** c. Electronic Database: Containing information obtained from supporting documentation regarding all domestic personal property within OBO which include but not limited to purchase orders, and related documents pertaining administrative, program and capitalized property.

**Disposition:** TEMPORARY: Destroy 2 (two) years after discontinuance of item, 2 (two) years after stock balance is transferred to new card or recorded under a new classification, or 2 (two) years after equipment is removed from agency control.

**DispAuthNo:** GRS 3, item 9b **Date Edited:** 1/29/2008

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#### A-08-017-10 Routine Procurement and Contract Files

**Description:** Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related paper pertaining to award, administration, receipt, inspection and payment.

a. Comprizon and ILMS, Ariba (Automated Ordering System)

(1) Transactions more than \$25,000 and all construction contracts exceeding \$2,000.

**Disposition:** TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)(a) **Date Edited:** 10/26/2010

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#### A-08-017-11 SmartPay Worldwide Purchase Card (Government Credit Card)

**Description:** Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records).

a. Transactions that exceed \$3,000

**Disposition:** TEMPORARY: Destroy when 6 (six) years and 3 (three) months after payment. The DBO or FMO retains copies of the reconciled monthly invoices for the same period of time.

**DispAuthNo:** GRS 6, item 1a **Date Edited:** 1/29/2008

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| <b>A-08-017-11a</b> | <b>SmartPay Worldwide Purchase Card (Government Credit Card)</b>                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records).<br><br>b. Transactions that under \$3,000 |
| <b>Disposition:</b> | TEMPORARY: Destroy after GAO audit or when 3 (three) years old, whichever is sooner. (supersedes N1-059-96-29, item 1)                                                                                                                                                                                                                                                                                      |
| <b>DispAuthNo:</b>  | N1-059-07-13, item 14b <b>Date Edited:</b> 1/29/2008                                                                                                                                                                                                                                                                                                                                                        |
| <b>A-08-017-12</b>  | <b>Routine Procurement and Contract Files</b>                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description:</b> | Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related paper pertaining to award, administration, receipt, inspection and payment.<br><br>b. Other copies                                                                                                                                                                                      |
| <b>Disposition:</b> | TEMPORARY: Destroy upon termination or completion.                                                                                                                                                                                                                                                                                                                                                          |
| <b>DispAuthNo:</b>  | GRS 3, item 3a(2) <b>Date Edited:</b> 1/29/2008                                                                                                                                                                                                                                                                                                                                                             |
| <b>A-08-017-13</b>  | <b>Telecommunication General Files</b>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Description:</b> | Telephone line requests within OBO, cell phones and telephone accounts.<br><br>a. Correspondence and related records pertaining to internal administration and operation.                                                                                                                                                                                                                                   |
| <b>Disposition:</b> | TEMPORARY: Destroy when 2 (two) years old.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DispAuthNo:</b>  | GRS 12, item 2a <b>Date Edited:</b> 1/29/2008                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-017-13a</b> | <b>Telecommunication General Files</b>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Description:</b> | Telephone line requests within OBO, cell phones and telephone accounts.<br><br>b. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.                                                                                                                                                                      |
| <b>Disposition:</b> | TEMPORARY: Destroy when 3 (three) years old.                                                                                                                                                                                                                                                                                                                                                                |
| <b>DispAuthNo:</b>  | GRS 12, item 2b <b>Date Edited:</b> 1/29/2008                                                                                                                                                                                                                                                                                                                                                               |

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### Chapter 08: Overseas Buildings Operations

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**A-08-017-13b      Telecommunications General Files**

**Description:** Telephone line requests within OBO, cell phones and telephone accounts.  
c. Telecommunications statistical reports including cost and volume data.

**Disposition:** TEMPORARY: Destroy when 1 (one) year old.

**DispAuthNo:** GRS 12, item 2c      **Date Edited:** 1/29/2008

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**A-08-017-13c      Telecommunications General Files**

**Description:** Telephone line requests within OBO, cell phones and telephone accounts.  
d. Telecommunications voucher files.  
(1) Reference copies of vouchers, bills, invoices, and related records.

**Disposition:** TEMPORARY: Destroy when 1 (one) fiscal year old.

**DispAuthNo:** GRS 12, item 2d(1)      **Date Edited:** 1/29/2008

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**A-08-017-13d      Telecommunications General Files**

**Description:** Telephone line requests within OBO, cell phones and telephone accounts.  
d. Telecommunications voucher files.

(2) Records relating to installation, change, removal, and servicing of equipment.

**Disposition:** TEMPORARY: Destroy 1 (one) year after audit or when 3 (three) years old, whichever is sooner.

**DispAuthNo:** GRS 12, item 2d(2)      **Date Edited:** 1/29/2008

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**A-08-017-13e      Telecommunications General Files**

**Description:** Telephone line requests within OBO, cell phones and telephone accounts.  
e. Copies of agreements with background data and other records relating to agreements for telecommunications services.

**Disposition:** TEMPORARY: Destroy 2 (two) years after expiration or cancellation of agreement.

**DispAuthNo:** GRS 12, item 2e      **Date Edited:** 1/29/2008

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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-017-14</b>  | <b>Facilities Management Files – Building and Equipment Service Files</b>                                                                                       |
| <b>Description:</b> | Requests for building and equipment maintenance services, excluding fiscal copies.                                                                              |
| <b>Disposition:</b> | TEMPORARY: Destroy 3 (three) months after work is performed or requisition is cancelled.                                                                        |
| <b>DispAuthNo:</b>  | GRS 11, item 5                                                                                                                                                  |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                       |
| <b>A-08-017-15</b>  | <b>Space/Maintenance General Correspondence Files</b>                                                                                                           |
| <b>Description:</b> | Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.         |
| <b>Disposition:</b> | TEMPORARY: Destroy when 2 (two) years old.                                                                                                                      |
| <b>DispAuthNo:</b>  | GRS 11, item 1                                                                                                                                                  |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                       |
| <b>A-08-017-16</b>  | <b>Supply Management Files</b>                                                                                                                                  |
| <b>Description:</b> | Orders for office supplies, receiving reports of supplies.                                                                                                      |
| <b>Disposition:</b> | TEMPORARY: Destroy when 2 (two) years old.                                                                                                                      |
| <b>DispAuthNo:</b>  | GRS 3, item 4                                                                                                                                                   |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                       |
| <b>A-08-017-17</b>  | <b>Top Secret Accounting and Control Files</b>                                                                                                                  |
| <b>Description:</b> | Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. |
| <b>Disposition:</b> | TEMPORARY: Destroy 5 (five) years after documents shown on forms are downgraded, transferred, or destroyed.                                                     |
| <b>DispAuthNo:</b>  | GRS 18, item 5a                                                                                                                                                 |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                       |
| <b>A-08-017-17a</b> | <b>Top Secret Accounting and Control Files</b>                                                                                                                  |
| <b>Description:</b> | Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.          |
| <b>Disposition:</b> | TEMPORARY: Destroy when related document is downgraded, transferred, or destroyed.                                                                              |
| <b>DispAuthNo:</b>  | GRS 18, item 5b                                                                                                                                                 |
| <b>Date Edited:</b> | 1/29/2008                                                                                                                                                       |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-017-18</b>  | <b>Classified Document Container Security Files</b>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Description:</b> | Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.                                                                                                                                                                                                                                            |
| <b>Disposition:</b> | TEMPORARY: Destroy when superseded by a new form or list or upon turn-in of containers.                                                                                                                                                                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | GRS 18, item 7a                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                     | <b>Date Edited:</b> 1/29/2008                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A-08-017-18a</b> | <b>Classified Document Container Security Files</b>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Description:</b> | Forms placed on safes, cabinets or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet.                                                                                      |
| <b>Disposition:</b> | TEMPORARY: Destroy 3 (three) months following the last entry on the form.                                                                                                                                                                                                                                                                                                                                                          |
| <b>DispAuthNo:</b>  | GRS 18, item 7b                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                     | <b>Date Edited:</b> 1/29/2008                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A-08-017-19</b>  | <b>Investigative Files</b>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Description:</b> | Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. |
| <b>Disposition:</b> | TEMPORARY: Destroy when 2 (two) years old.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | GRS 18, item 11                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                     | <b>Date Edited:</b> 1/29/2008                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A-08-017-20</b>  | <b>Security Clearance Administrative Subject Files</b>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Description:</b> | Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule                                                                                                                                                                                                                                                                  |
| <b>Disposition:</b> | TEMPORARY: Destroy when 2 (two) years old.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | GRS 18, item 12                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                     | <b>Date Edited:</b> 1/29/2008                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>A-08-017-21</b>  | <b>Personnel Security Clearance Status Files</b>                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Description:</b> | Lists or rosters showing the current security clearance status of individuals.                                                                                                                                                                                                                                                                                                                                                     |
| <b>Disposition:</b> | TEMPORARY: Destroy when superseded or obsolete.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DispAuthNo:</b>  | GRS 18, item 23                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                     | <b>Date Edited:</b> 1/29/2008                                                                                                                                                                                                                                                                                                                                                                                                      |

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#### A-08-017-22 Security Violations Files

**Description:** Case files relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information. Contains copies of OF-117 Notice of Security Incident and OF-118 Record of Incident. Excludes files relating to alleged violations of a sufficient serious nature that are referred to the Department of Justice or Department of Defense for prosecutive determination.

**Disposition:** TEMPORARY: Destroy 2 (two) years after completion of final action.

**DispAuthNo:** GRS 18, item 24b **Date Edited:** 1/29/2008

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#### A-08-017-23 Emergency Planning Correspondence Files

**Description:** Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.

**Disposition:** TEMPORARY: Destroy when 2 (two) years old.

**DispAuthNo:** GRS 18, item 26 **Date Edited:** 1/29/2008

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#### A-08-017-24 Emergency Planning Case Files

**Description:** Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.

**Disposition:** TEMPORARY: Destroy 3 (three) years after issuance of a new plan or directive.

**DispAuthNo:** GRS 18, item 27 **Date Edited:** 1/29/2008

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#### A-08-017-25 Emergency Operations Test Files

**Description:** Files accumulating from test conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.

**Disposition:** TEMPORARY: Destroy when 3 (three) years old.

**DispAuthNo:** GRS 18, item 28 **Date Edited:** 1/29/2008

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### Chapter 08: Overseas Buildings Operations

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#### A-08-017-26      Electronic Mail and Word Processing Copies

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition:** TEMPORARY: Destroy/Delete within 180 (one hundred eighty) days after the recordkeeping copy has been produced.

**DispAuthNo:** GRS 18, item 30a      **Date Edited:** 1/29/2008

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#### A-08-017-26a      Electronic Mail and Word Processing Copies

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:** TEMPORARY: Destroy/Delete when dissemination, revision, or updating is completed.

**DispAuthNo:** GRS 18, item 30b      **Date Edited:** 1/29/2008

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#### A-08-017-27      OBO Duty Officer Roster

**Description:** File contains internal administrative records on the staffing of the OBO Duty Officers Program including the rotational dates of assignments and contact information.

**Disposition:** TEMPORARY: Destroy when 2 (two) years old.

**DispAuthNo:** GRS 23, item 1      **Date Edited:** 1/29/2008

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#### Resource Management Office

**A-08-018-01 Vendor Payments/Claims Files**

**Description:** Includes invoices for contracts and purchase orders for payment purposes. Filed by obligation number. Also contains Personal Services Contract (PSC) files related to payment of PSC health plan.

**Disposition:** TEMPORARY: Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 6, item 1a **Date Edited:** 2/22/2007

**A-08-018-02 Routine Procurement and Contract Files**

**Description:** Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers. (Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining the simplified acquisition threshold).

(1) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

**Disposition:** TEMPORARY: Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)(a) **Date Edited:** 10/26/2010

**A-08-018-02a Routine Procurement and Contract Files**

**Description:** Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers. (Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining the simplified acquisition threshold).

(2) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.

**Disposition:** TEMPORARY: Destroy 3 years after final payment.

**DispAuthNo:** GRS 3, item 3a(1)(b) **Date Edited:** 3/26/2012

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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-018-02b</b> | <b>Routine Procurement and Contract Files</b> |
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| <b>Description:</b> | Contracts, requisitions, purchase orders, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. |
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|  | b. Other copies of records or administrative purposes. |
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| <b>Disposition:</b> | TEMPORARY: Destroy upon termination or completion. |
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| <b>DispAuthNo:</b> | GRS 3, item 3c | <b>Date Edited:</b> | 2/22/2007 |
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| <b>A-08-018-03</b> | <b>Budget/Program Files</b> |
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| <b>Description:</b> | Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units. Includes submissions to OMB for annual budget. |
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| <b>Disposition:</b> | TEMPORARY: Destroy 3 years after close of fiscal year covered. |
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| <b>DispAuthNo:</b> | NC1-059-77-26, item 9 | <b>Date Edited:</b> | 1/17/2008 |
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| <b>A-08-018-05</b> | <b>Policy and Procedure Files</b> |
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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b> | Master file of policy, procedures, and directives established within OBO. The files are maintained by office name and chronologically by date. |
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|  | a. Paper/Hard Copy |
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| <b>Disposition:</b> | TEMPORARY: Retain in the office for seven (7) years. Then, retire to a records storage center. Destroy when twenty (20) years old. |
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| <b>DispAuthNo:</b> | N1-059-07-5, item 2a | <b>Date Edited:</b> | 1/17/2008 |
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| <b>A-08-018-05a</b> | <b>Policy and Procedure Files</b> |
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| <b>Description:</b> | Master file of policy, procedures, and directives established within OBO. The files are maintained by office name and chronologically by date. |
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|  | b. Electronic Copy |
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| <b>Disposition:</b> | TEMPORARY: Delete when updated or superseded. |
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| <b>DispAuthNo:</b> | GRS 20, item 3 | <b>Date Edited:</b> | 1/17/2008 |
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## U.S. Department of State Records Schedule

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### Chapter 08: Overseas Buildings Operations

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#### Human Resources

**A-08-019-01a(1)**      **PASS - Personnel Administration Security System**

**Description:**      PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

a. INPUT: Information is obtained from a completed form HRPSC021 Request for Contract Action (Personal Services Contract), such as new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.)

1. Paper copy/Input document

**Disposition:**      Temporary. Retained in the individual personnel file for Personal Services Contractors (PSCs). Destroy 2 years after Contract termination.

**DispAuthNo:**      GRS 20, item 2a(4)

**Date Edited:**      12/10/2008

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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-019-01a(2)</b> | <b>PASS - Personnel Administration Security System</b> |
|------------------------|--------------------------------------------------------|

**Description:** PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

a. INPUT: Information is obtained from a completed form HRPSC021 Request for Contract Action (Personal Services Contract), such as new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.)

2. Electronic Transferred Data

**Disposition:** Temporary. Delete when no longer needed for verification of information.

**DispAuthNo:** GRS 20, item 2b **Date Edited:** 12/10/2008

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| <b>A-08-019-01b</b> | <b>PASS - Personnel Administration Security System</b> |
|---------------------|--------------------------------------------------------|

**Description:** PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

b. Master Data File - The data contain personal information on new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.) It may also include OBO job vacancies for PSCs.

**Disposition:** Temporary. Delete/destroy 2 years after employee's separation from service.

**DispAuthNo:** N1-059-08-14, item 1b **Date Edited:** 12/10/2008

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#### **A-08-019-01c      PASS- Personnel Administration Security System**

**Description:** PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

c. OUTPUT: Statistical personnel reports, such as staffing patterns, organization, function, etc.

**Disposition:** Temporary. Delete/destroy after 1 year, or when superseded and no longer needed.

**DispAuthNo:** GRS 1, item 16

**Date Edited:** 12/10/2008

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#### **A-08-019-01d      PASS- Personnel Administration Security System**

**Description:** PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

d. OUTPUT: Generate job vacancy and status reports, OBO phone directories, etc.

**Disposition:** Temporary. Delete/destroy when obsolete, or no longer needed

**DispAuthNo:** GRS 20, item 5

**Date Edited:** 12/10/2008

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| <b>A-08-019-01e</b> | <b>PASS - Personnel Administration Security System</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | <p>PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.</p> <p>e. System documentation is kept electronically for easy access in OBO Data Store.</p>                                                                                                           |
| <b>Disposition:</b> | Temporary. Delete/destroy when system is obsolete, or no longer needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>DispAuthNo:</b>  | GRS 2, item 11a(1) <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>A-08-019-01f</b> | <b>PASS - Personnel Administrative Security System</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | <p>PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.</p> <p>f. System backups and tape library records - Full</p> <p>(1) Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p> |
| <b>Disposition:</b> | Temporary. Delete/destroy full backup tapes when subsequent backup is verified as successful and no longer needed for system restoration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | GRS 20, item 8b <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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#### A-08-019-02 Contractor Files

**Description:** Arranged by name of Personal Services Contractor (PSC); files include original personnel files for PSCs, such as form HRPSC021 Request for Contract Action (Personal Services Contract), JF-62, PSC salary worksheet computation, statement of work, security clearance, certificate of eligibles, superior qualifications approval memo, medical clearance (for PSCs overseas), final letter of offer, performance evaluations (for PSC renewals), correspondence, copies of contracts, and various personnel forms and financial forms relating to activities of contractors.

**Disposition:** Temporary. Transfer to records storage center. Destroy 6 years 3 months after termination of PSC Contract.

**DispAuthNo:** N1-059-08-14, item 2

**Date Edited:** 12/10/2008

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#### A-08-019-03a OBO/Administrative Personnel Working Files

**Description:** Arranged by individual employee name. Files contain copies of employee's personnel actions, such as reinstatement, employment status, promotions, termination/transfer-in or resignation letter, etc.; SF-75 Request for Preliminary Employment Data; copies of performance evaluations; position descriptions; correspondence, including, but not limited to, letters, E-mails, tentative and final letters of offer, reports and other records relating to the general administration and operation of personnel functions.

a. Transferred or Separated Employees

**Disposition:** Temporary. Destroy 2 years after employee transfers in, or separates.

**DispAuthNo:** N1-059-08-14, item 3a

**Date Edited:** 12/10/2008

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#### A-08-019-03b OBO/Administrative Personnel Working Files

**Description:** Arranged by individual employee name. Files contain copies of employee's personnel actions, such as reinstatement, employment status, promotions, termination/transfer-in or resignation letter, etc.; SF-75 Request for Preliminary Employment Data; copies of performance evaluations; position descriptions; correspondence, including, but not limited to, letters, E-mails, tentative and final letters of offer, reports and other records relating to the general administration and operation of personnel functions.

b. Temporary Individual Employee Records

All copies of correspondence and forms maintained in the file in accordance with Chapter 3 of The Guide to Personnel Recordkeeping.

**Disposition:** Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.

**DispAuthNo:** GRS 1, item 10a

**Date Edited:** 12/10/2008

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| <b>A-08-019-03c(1)</b> | <b>OBO/Administrative Personnel Working Files</b> |
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**Description:** Arranged by individual employee name. File contains copies of employee's personnel actions, documenting all individual personnel actions such as employment status, promotions, transfers, separation; copies of performance evaluations, position descriptions, position classification; copies of correspondence including, but not limited to, letters and telegrams, letter of offer to potential employee, reports and other records relating to the general administration and operation of personnel functions.

c. Offers of Employment

1. Accepted offers.

**Disposition:** Temporary. Destroy/Delete when appointment is effective.

**DispAuthNo:** GRS 1, item 4a

**Date Edited:** 12/10/2008

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|------------------------|---------------------------------------------------|
| <b>A-08-019-03c(2)</b> | <b>OBO/Administrative Personnel Working Files</b> |
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**Description:** Arranged by individual employee name. File contains copies of employee's personnel actions, documenting all individual personnel actions, such as employment status, promotions, transfers, separation; copies of performance evaluations, position descriptions, position classification; copies of correspondence including, but not limited to, letters and telegrams, letters of offer to potential employee, reports and other records relating to the general administration and operation of personnel functions.

c. Offers of Employment

2. Declined offers

(a) When name is received from certificate of eligibles

**Disposition:** Temporary. Return to HR with reply and application.

**DispAuthNo:** GRS 1, item 4b(1)

**Date Edited:** 12/10/2008

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### Chapter 08: Overseas Buildings Operations

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#### A-08-019-04a Reasonable Accommodation Request Records

**Description:** Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. The three categories of reasonable accommodation are:

- Modification or adjustments to a job application process to permit an individual with a disability to be considered for a job, such as providing application forms in large print or Braille;
- Modification or adjustments necessary to enable a qualified individual with a disability to perform essential functions of the job, such as providing sign language interpreters; and
- Modification or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment, such as removing physical barriers in an office or cafeteria.

This includes all requests for reasonable accommodations and/or assistive technology devices and services offered through the agency or the Computer/Electronic Accommodation Program (CAP) that are made by or on behalf of applicants, current or former employees. Also included are medical records, supporting notes and documentation, as well as procedures and records related to processing, deciding, implementing, and tracking requests for reasonable accommodation(s).

#### a. General Files

Agency-wide and departmental procedures for receiving, processing, and appealing request for reasonable accommodation by employees and applicants. Files may include, but are not limited to, instructions, directives, notices, forms, timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation. Also included are records notifying the Equal Employment Opportunity Commission (EEOC), the agency's collective bargaining representative(s) and the agency's Equal Employment Opportunity office of the agency's reasonable accommodation request and processing procedures, as well as modifications to established procedure.

**Disposition:** Temporary. Destroy/Delete three years after superseded, or when no longer needed for reference, whichever is later.

**DispAuthNo:** GRS 1, item 24a

**Date Edited:** 12/10/2008

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## U.S. Department of State Records Schedule

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### Chapter 08: Overseas Buildings Operations

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#### A-08-019-04b Reasonable Accommodation Request Records

**Description:** Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. The three categories of reasonable accommodation are:

- Modification or adjustments to a job application process to permit an individual with a disability to be considered for a job, such as providing application forms in large print or Braille;
- Modification or adjustments necessary to enable a qualified individual with a disability to perform essential functions of the job, such as providing sign language interpreters; and
- Modification or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment, such as removing physical barriers in an office or cafeteria.

This includes all requests for reasonable accommodations and/or assistive technology devices and services offered through the agency or the Computer/Electronic Accommodation Program (CAP) that are made by or on behalf of applicants, current or former employees. Also included are medical records, supporting notes and documentation, as well as procedures and records related to processing, deciding, implementing, and tracking requests for reasonable accommodation(s).

b. Employee Case Files - Individual employee files that are created, received, and maintained by EEO reasonable accommodations, or diversity/disability program, or employee relations coordinators, immediate supervisors, CAP administrator, or HR specialists containing records of requests for reasonable accommodation and/or assistive technology devices and services through the agency or CAP that have been requested for or by an employee. This series also includes, but not limited to, requests approvals and denials, notice of procedures for informal dispute resolution or appeal processes, forms, correspondence, emails, records of oral conversations, medical documentation and notes.

**Disposition:** Temporary. Destroy three years after employee separation or all appeals are concluded, whichever is later.

**DispAuthNo:** GRS 1, item 24b

**Date Edited:** 12/10/2008

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## U.S. Department of State Records Schedule

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### Chapter 08: Overseas Buildings Operations

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#### A-08-019-04c Reasonable Accommodation Request Records

**Description:** Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. The three categories of reasonable accommodation are:

- Modification or adjustments to a job application process to permit an individual with a disability to be considered for a job, such as providing application forms in large print or Braille;
- Modification or adjustments necessary to enable a qualified individual with a disability to perform essential functions of the job, such as providing sign language interpreters; and
- Modification or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment, such as removing physical barriers in an office or cafeteria.

This includes all requests for reasonable accommodations and/or assistive technology devices and services offered through the agency or the Computer/Electronic Accommodation Program (CAP) that are made by or on behalf of applicants, current or former employees. Also included are medical records, supporting notes and documentation, as well as procedures and records related to processing, deciding, implementing, and tracking requests for reasonable accommodation(s).

c. Supplemental Files – Records created, received, and maintained by EEO reasonable accommodations, or diversity/disability program, employee relations coordinators, while advising on implementing or appealing requests for or from an individual employee for reasonable accommodation. Some requests may involve HR matters including, but not limited to, changes in duties, reassignments, leave usage, and performance issues. Files may include, but limited to, policy guidance, resource information about accommodation providers, forms emails, notes.

**Disposition:** Temporary. Destroy three years after end of fiscal year in which accommodation is decided, or all appeals are concluded, whichever is later.

**DispAuthNo:** GRS1, item 24e

**Date Edited:** 12/10/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-019-05a(1)</b> | <b>Employee Award Files</b> |
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| <b>Description:</b> | a. General award records, excluding those relating to Department-level awards.<br><br>(1) Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards, such as incentive awards, within-grade merit increases, suggestions, and outstanding performance. |
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| <b>Disposition:</b> | Temporary. Destroy 2 years after approval or disapproval. |
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| <b>DispAuthNo:</b> | GRS 1, item 12a(1) | <b>Date Edited:</b> | 12/10/2008 |
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| <b>A-08-019-05a(2)</b> | <b>Employee Award Files</b> |
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| <b>Description:</b> | a. General award records, excluding those relating to Department-level awards.<br><br>(2) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations. |
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| <b>Disposition:</b> | Temporary. Destroy when 2 years old. |
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| <b>DispAuthNo:</b> | GRS 1, item 12a(2) | <b>Date Edited:</b> | 12/10/2008 |
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| <b>A-08-019-05b</b> | <b>Employee Award Files</b> |
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| <b>Description:</b> | b. Length of service and sick leave awards files.<br><br>Records including correspondence, reports, computations of service and sick leave, and lists of awardees. |
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| <b>Disposition:</b> | Temporary. Destroy when 1 year old. |
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| <b>DispAuthNo:</b> | GRS 1, item 12b | <b>Date Edited:</b> | 12/10/2008 |
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| <b>A-08-019-05c</b> | <b>Employee Award Files</b> |
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| <b>Description:</b> | c. Letters of commendations and appreciation.<br><br>Copies of letters recognizing length of service, retirement, and letters of appreciation and commendations for performance, excluding copies filed in the OPF. |
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| <b>Disposition:</b> | Temporary. Destroy when 2 years old. |
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| <b>DispAuthNo:</b> | GRS 1, item 12c | <b>Date Edited:</b> | 12/10/2008 |
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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-019-05d</b> | <b>Employee Award Files</b>                                                                                                                                                                                                                            |
| <b>Description:</b> | d. Lists of or indexes to agency award nominations.<br><br>Lists of nominees and winners and indexes of nominations.                                                                                                                                   |
| <b>Disposition:</b> | Temporary. Destroy when superseded or obsolete.                                                                                                                                                                                                        |
| <b>DispAuthNo:</b>  | GRS 1, item 12d                                                                                                                                                                                                                                        |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                             |
| <b>A-08-019-06</b>  | <b>Incentive Awards Program Reports</b>                                                                                                                                                                                                                |
| <b>Description:</b> | Reports pertaining to the operation of the Incentive Awards Program.                                                                                                                                                                                   |
| <b>Disposition:</b> | Temporary. Destroy when 3 years old.                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>  | GRS 1, item 13                                                                                                                                                                                                                                         |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                             |
| <b>A-08-019-07a</b> | <b>Notification of Personnel Actions</b>                                                                                                                                                                                                               |
| <b>Description:</b> | Standard Form 50 documenting all individual personnel actions, such as employment, promotions, transfer, separation, etc., exclusive of the copy in the OPF<br><br>a. Chronological file copies, including fact sheets, maintained in personnel files. |
| <b>Disposition:</b> | Temporary. Destroy when 2 years old.                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>  | GRS 1, item 14a                                                                                                                                                                                                                                        |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                             |
| <b>A-08-019-07b</b> | <b>Notification of Personnel Actions</b>                                                                                                                                                                                                               |
| <b>Description:</b> | Standard Form 50 documenting all individual personnel actions, such as employment, promotions, transfer, separation, etc., exclusive of the copy in the OPF<br><br>b. All other copies maintained in personnel office.                                 |
| <b>Disposition:</b> | Temporary. Destroy when 1 year old.                                                                                                                                                                                                                    |
| <b>DispAuthNo:</b>  | GRS 1, item 14b                                                                                                                                                                                                                                        |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                             |
| <b>A-08-019-08</b>  | <b>Personnel Operations Statistical Reports</b>                                                                                                                                                                                                        |
| <b>Description:</b> | Statistical reports in the operating personnel office and subordinate units relating to personnel.                                                                                                                                                     |
| <b>Disposition:</b> | Temporary. Destroy when 2 years old.                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>  | GRS 1, item 16                                                                                                                                                                                                                                         |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                             |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-019-09a Correspondence and Form Files

**Description:** Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.

a. Correspondence and forms relating to pending personnel actions.

**Disposition:** Temporary. Destroy when action is completed.

**DispAuthNo:** GRS 1, item 17a **Date Edited:** 12/10/2008

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#### A-08-019-09b(1) Correspondence and Form Files

**Description:** Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.

b. Retention registers and related records.

(1) Registers and related records used to effect reduction-in-force actions.

**Disposition:** Temporary. Destroy when 2 years old.

**DispAuthNo:** GRS 1, item 17b(1) **Date Edited:** 12/10/2008

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#### A-08-019-09b(2) Correspondence and Form Files

**Description:** Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.

b. Retention registers and related records.

(2) Registers from which no reduction-in-force actions have been taken and related records.

**Disposition:** Temporary. Destroy when superseded or obsolete.

**DispAuthNo:** GRS 1, item 17b(2) **Date Edited:** 12/10/2008

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#### A-08-019-09c Correspondence and Form Files

**Description:** Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.

c. All other correspondence and forms.

**Disposition:** Temporary. Destroy when 6 months old.

**DispAuthNo:** GRS 1, item 17c **Date Edited:** 12/10/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-019-10a(1)</b>  | <b>Employee Performance File System Records</b>                                                                                                                                                                                                          |                     |            |
| <b>Description:</b>     | a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2))<br><br>(1) Appraisal of unacceptable performance, where a notice of proposed demotion or removal is issued, but not affected and all related documents.                                          |                     |            |
| <b>Disposition:</b>     | Temporary. Destroy after the employee completes 1 year of acceptable performance for the date the written advance notice of proposed removal of reduction-in-grade notice.                                                                               |                     |            |
| <b>DispAuthNo:</b>      | GRS 1, item 23a(1)                                                                                                                                                                                                                                       | <b>Date Edited:</b> | 12/10/2008 |
| <b>A-08-019-10a(2)</b>  | <b>Employee Performance File System Records</b>                                                                                                                                                                                                          |                     |            |
| <b>Description:</b>     | a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2))<br><br>(2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.                                                                                      |                     |            |
| <b>Disposition:</b>     | Temporary. Destroy when superseded.                                                                                                                                                                                                                      |                     |            |
| <b>DispAuthNo:</b>      | GRS 1, item 23a(2)                                                                                                                                                                                                                                       | <b>Date Edited:</b> | 12/10/2008 |
| <b>A-08-019-10a(3)a</b> | <b>Employee Performance File System Records</b>                                                                                                                                                                                                          |                     |            |
| <b>Description:</b>     | a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2))<br><br>(3) Performance-related records pertaining to a former employee.<br><br>(a) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating. |                     |            |
| <b>Disposition:</b>     | Temporary. Destroy when 4 years old.                                                                                                                                                                                                                     |                     |            |
| <b>DispAuthNo:</b>      | GRS 1, item 23a(3)(a)                                                                                                                                                                                                                                    | <b>Date Edited:</b> | 12/10/2008 |
| <b>A-08-019-10a(3)b</b> | <b>Employee Performance File System Records</b>                                                                                                                                                                                                          |                     |            |
| <b>Description:</b>     | a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2))<br><br>(3) Performance-related records pertaining to a former employee.<br><br>(b) All other performance plans and ratings.                                                                      |                     |            |
| <b>Disposition:</b>     | Temporary. Destroy when 4 years old.                                                                                                                                                                                                                     |                     |            |
| <b>DispAuthNo:</b>      | GRS 1, item 23a(3)(b)                                                                                                                                                                                                                                    | <b>Date Edited:</b> | 12/10/2008 |



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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-019-10a(4)</b> | <b>Employee Performance File System Records</b>                                                                                                                                                                                                                                                                                                                                         |
| <b>Description:</b>    | a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2))<br><br>(4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.                                                                                                                                                                          |
| <b>Disposition:</b>    | Temporary. Destroy 4 years after date of appraisal.                                                                                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>     | GRS 1, item 23a(4)<br><b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                    |
| <b>A-08-019-10a(5)</b> | <b>Employee Performance File System Records</b>                                                                                                                                                                                                                                                                                                                                         |
| <b>Description:</b>    | a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2))<br><br>(5) Supporting documents                                                                                                                                                                                                                                                                                                 |
| <b>Disposition:</b>    | Temporary. Destroy 4 years after date of appraisal.                                                                                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>     | GRS 1, item 23a(5)<br><b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                    |
| <b>A-08-019-11a</b>    | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b>    | a. Official Discrimination Complaint Case Files.<br><br>Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court. |
| <b>Disposition:</b>    | Temporary. Destroy 4 years after resolution of case.                                                                                                                                                                                                                                                                                                                                    |
| <b>DispAuthNo:</b>     | GRS 1, item 25a<br><b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                       |
| <b>A-08-019-11b</b>    | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b>    | b. Copies of Complaint Case Files.<br><br>Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.                                                                                                                                                                                                                          |
| <b>Disposition:</b>    | Temporary. Destroy 1 year after resolution of case.                                                                                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>     | GRS 1, item 25b<br><b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                       |

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| <b>A-08-019-11c(1)</b> | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                              |
| <b>Description:</b>    | c. Preliminary and Background Files.<br><br>(1) Background records not filed in the Official Discrimination Complaint Case Files.                              |
| <b>Disposition:</b>    | Temporary. Destroy 2 years after final resolution of case.                                                                                                     |
| <b>DispAuthNo:</b>     | GRS 1, item 25c(1) <b>Date Edited:</b> 12/10/2008                                                                                                              |
| <b>A-08-019-11c(2)</b> | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                              |
| <b>Description:</b>    | c. Preliminary and Background Files.<br><br>(2) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.               |
| <b>Disposition:</b>    | Temporary. Destroy when 2 years old.                                                                                                                           |
| <b>DispAuthNo:</b>     | GRS 1, item 25c(2) <b>Date Edited:</b> 12/10/2008                                                                                                              |
| <b>A-08-019-11d(1)</b> | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                              |
| <b>Description:</b>    | d. Compliance Records<br><br>(1) Compliance Review Files<br><br>Reviews, background documents, and correspondence relating to contractor employment practices. |
| <b>Disposition:</b>    | Temporary. Destroy when 7 years old.                                                                                                                           |
| <b>DispAuthNo:</b>     | GRS 1, item 25d(1) <b>Date Edited:</b> 12/10/2008                                                                                                              |
| <b>A-08-019-11d(2)</b> | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                              |
| <b>Description:</b>    | d. Compliance Records<br><br>(2) EEO Compliance Reports                                                                                                        |
| <b>Disposition:</b>    | Temporary. Destroy when 3 years old.                                                                                                                           |
| <b>DispAuthNo:</b>     | GRS 1, item 25d(2) <b>Date Edited:</b> 12/10/2008                                                                                                              |

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| <b>A-08-019-11e</b>    | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                                                                                                                                                |
| <b>Description:</b>    | e. EEO General Files<br><br>General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports. |
| <b>Disposition:</b>    | Temporary. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.                                                                                                                                                                                    |
| <b>DispAuthNo:</b>     | GRS 1, item 25g                                                                                                                                                                                                                                                                  |
| <b>Date Edited:</b>    | 12/10/2008                                                                                                                                                                                                                                                                       |
| <b>A-08-019-11f(1)</b> | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                                                                                                                                                |
| <b>Description:</b>    | f. EEO Affirmative Action Plans (AAP)<br><br>(1) Agency copy of consolidated AAP(s).                                                                                                                                                                                             |
| <b>Disposition:</b>    | Temporary. Destroy 5 years from date of plan.                                                                                                                                                                                                                                    |
| <b>DispAuthNo:</b>     | GRS 1, item 25h(1)                                                                                                                                                                                                                                                               |
| <b>Date Edited:</b>    | 12/10/2008                                                                                                                                                                                                                                                                       |
| <b>A-08-019-11f(2)</b> | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                                                                                                                                                |
| <b>Description:</b>    | f. EEO Affirmative Action Plans (AAP)<br><br>(2) Agency feeder plan to consolidated AAP(s).                                                                                                                                                                                      |
| <b>Disposition:</b>    | Temporary. Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.                                                                                                                                                       |
| <b>DispAuthNo:</b>     | GRS 1, item 25h(2)                                                                                                                                                                                                                                                               |
| <b>Date Edited:</b>    | 12/10/2008                                                                                                                                                                                                                                                                       |
| <b>A-08-019-11f(3)</b> | <b>Equal Employment Opportunity (EEO) Records</b>                                                                                                                                                                                                                                |
| <b>Description:</b>    | f. EEO Affirmative Action Plans (AAP)<br><br>(3) Report of on-site reviews of Affirmative Action Programs.                                                                                                                                                                       |
| <b>Disposition:</b>    | Temporary. Destroy 5 years from date of report.                                                                                                                                                                                                                                  |
| <b>DispAuthNo:</b>     | GRS 1, item 25h(3)                                                                                                                                                                                                                                                               |
| <b>Date Edited:</b>    | 12/10/2008                                                                                                                                                                                                                                                                       |

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| <b>A-08-019-11f(4)</b> | <b>Equal Employment Opportunity (EEO) Records</b> |
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| <b>Description:</b> | f. EEO Affirmative Action Plans (AAP)<br><br>(4) Agency copy of annual report of Affirmative Action accomplishments. |
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| <b>Disposition:</b> | Temporary. Destroy 5 years from date of report |
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| <b>DispAuthNo:</b> | GRS 1, item 25h(4) | <b>Date Edited:</b> | 12/10/2008 |
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| <b>A-08-019-12a(1)</b> | <b>Labor Management Relations Records</b> |
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| <b>Description:</b> | a. Labor Management Relations General and Case Files<br><br>Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.<br><br>(1) Office negotiating agreement. |
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| <b>Disposition:</b> | Temporary. Destroy 5 years after expiration of agreement. |
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| <b>DispAuthNo:</b> | GRS 1, item 28a(1) | <b>Date Edited:</b> | 12/10/2008 |
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| <b>A-08-019-12a(2)</b> | <b>Labor Management Relations Records</b> |
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| <b>Description:</b> | a. Labor Management Relations General and Case Files<br><br>Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.<br><br>(2) Other offices. |
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| <b>Disposition:</b> | Temporary. Destroy when superseded or obsolete. |
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| <b>DispAuthNo:</b> | GRS 1, item 28a(2) | <b>Date Edited:</b> | 12/12/2008 |
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| <b>A-08-019-12b</b> | <b>Labor Management Relations Records</b> |
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| <b>Description:</b> | b. Labor Arbitration General and Case Files<br><br>Correspondence, forms, and background papers relating to labor arbitration cases. |
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| <b>Disposition:</b> | Temporary. Destroy 5 years after final resolution of case. |
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| <b>DispAuthNo:</b> | GRS 1, item 28b | <b>Date Edited:</b> | 12/10/2008 |
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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-019-13a(1)</b> | <b>Training Records</b>                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b>    | a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.<br><br>(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of training courses and conferences. |
| <b>Disposition:</b>    | Temporary. Destroy when 5 years old, or 5 years after completion of a specific training program.                                                                                                                                                                                                                                                              |
| <b>DispAuthNo:</b>     | GRS 1, item 29a(1) <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                             |
| <b>A-08-019-13a(2)</b> | <b>Training Records</b>                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b>    | a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.<br><br>(2) Background and working files.                                                                                                                                                              |
| <b>Disposition:</b>    | Temporary. Destroy when 3 years old.                                                                                                                                                                                                                                                                                                                          |
| <b>DispAuthNo:</b>     | GRS 1, item 29a(2) <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                             |
| <b>A-08-019-13b</b>    | <b>Training Records</b>                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b>    | b. Employee training.<br><br>Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agency or non-government institutions.                                                                                                              |
| <b>Disposition:</b>    | Temporary. Destroy when 5 years old or when superseded or obsolete, whichever is sooner.                                                                                                                                                                                                                                                                      |
| <b>DispAuthNo:</b>     | GRS 1, item 29b <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### **A-08-019-14a      Administrative Grievance, Disciplinary, and Adverse Actions Files**

**Description:** a. Administrative Grievances Files (5 CFR 771)

Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.

**Disposition:** Temporary. Destroy sooner than 4 years, but no later than 7 years after case is closed.

**DispAuthNo:** GRS 1, item 30a      **Date Edited:** 12/10/2008

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#### **A-08-019-14b      Administrative Grievance, Disciplinary, and Adverse Actions Files**

**Description:** b. Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432).

Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.

**Disposition:** Temporary. Destroy no sooner than 4 years, but no later than 7 years after case is closed.

**DispAuthNo:** GRS 1, item 30b      **Date Edited:** 12/10/2008

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#### **A-08-019-15      Personal Injury Files**

**Description:** Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.

**Disposition:** Temporary. Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

**DispAuthNo:** GRS 1, item 31      **Date Edited:** 12/10/2008

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**A-08-019-16a**      **Merit Promotion File**

**Description:** Records relating to the promotion of an individual that document qualification standard, evaluation method, selection procedures, and evaluations of candidates. Files contain interview records, such as correspondence, reports, and other records relating to interview with employees.

a. Interview File

**Disposition:** Temporary. Destroy 6 months after transfer or separation of employee.

**DispAuthNo:** GRS 1, item 8

**Date Edited:** 12/10/2008

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**A-08-019-16b**      **Merit Promotion File**

**Description:** Records relating to the promotion of an individual that document qualification standard, evaluation method, selection procedures, and evaluations of candidates. Files contain interview records, such as correspondence, reports, and other records relating to interview with employees.

b. Case File

**Disposition:** Temporary. Destroy after OPM audit, or 2 years after personnel action is completed, whichever is sooner.

**DispAuthNo:** GRS 1, item 32

**Date Edited:** 12/10/2008

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**A-08-019-17a**      **Examining and Certification Records**

**Description:** Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment.

a. Delegated agreements

**Disposition:** Temporary. Destroy 3 years after termination of agreement.

**DispAuthNo:** GRS 1, item 33a

**Date Edited:** 12/10/2008

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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-019-17b</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                                                             |
| <b>Description:</b> | b. Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations. Such correspondence includes, but is not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test materials. |
| <b>Disposition:</b> | Temporary. Cut off annually. Destroy 1 year after cutoff.                                                                                                                                                                                                                                                                                              |
| <b>DispAuthNo:</b>  | GRS 1, item 33b <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                         |
| <b>A-08-019-17c</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                                                             |
| <b>Description:</b> | c. Correspondence or notices received from eligibles indicating a change in name, address, or availability.                                                                                                                                                                                                                                            |
| <b>Disposition:</b> | Temporary. Destroy 90 days after updating the appropriate record in the registry or inventory.                                                                                                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | GRS 1, item 33c <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                         |
| <b>A-08-019-17d</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                                                             |
| <b>Description:</b> | d. Test material stock control.<br><br>Stock control records of examination test material, including running inventory of test material in stock.                                                                                                                                                                                                      |
| <b>Disposition:</b> | Temporary. Destroy when test is superseded or obsolete.                                                                                                                                                                                                                                                                                                |
| <b>DispAuthNo:</b>  | GRS 1, item 33d <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                         |
| <b>A-08-019-17e</b> | <b>Examination and Certification Records</b>                                                                                                                                                                                                                                                                                                           |
| <b>Description:</b> | e. Application Record Card (OPM Form 5000A, or equivalent).                                                                                                                                                                                                                                                                                            |
| <b>Disposition:</b> | Temporary. Cut off after examination. Destroy no later than 90 days after cutoff.                                                                                                                                                                                                                                                                      |
| <b>DispAuthNo:</b>  | GRS 1, item 33e <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                         |



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#### A-08-019-17f      Examining and Certification Records

**Description:** f. Examination Announcement Case Documentation Files.

Correspondence regarding examination requirements, final version of announcement(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with the job announcement(s) and the development of the register/inventory or case examination.

**Disposition:** Temporary. Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy 2 years after cut off.

**DispAuthNo:** GRS 1, item 33f      **Date Edited:** 12/10/2008

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#### A-08-019-17g      Examining and Certification Records

**Description:** g. Register or inventory of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs).

**Disposition:** Temporary. Destroy 2 years after the date on which the register of inventory is terminated.

**DispAuthNo:** GRS 1, item 33g      **Date Edited:** 12/10/2008

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#### A-08-019-17h      Examining and Certification Records

**Description:** h. Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent).

**Disposition:** Temporary. Cut off annually. Destroy 1 year after cutoff.

**DispAuthNo:** GRS 1, item 33h      **Date Edited:** 12/10/2008

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#### A-08-019-17i      Examining and Certification Records

**Description:** i. Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional form (OF) 612, résumés, supplemental forms, and attachments, whether in hard copy or electronic format.

**Disposition:** Temporary. Cut off annually. Destroy/delete 1 year after cutoff.

**DispAuthNo:** GRS 1, item 33k      **Date Edited:** 12/10/2008

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| <b>A-08-019-17j(1)</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                   |
| <b>Description:</b>    | j. Eligible applications for positions filled from a register or inventory, including OF 612, résumés, supplemental forms, and attachments, whether in hard copy or electronic format.<br><br>(1) On active register or inventory.                                                                           |
| <b>Disposition:</b>    | Temporary. Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any).                                                                                                                               |
| <b>DispAuthNo:</b>     | GRS 1, item 33l(1)<br><b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                         |
| <b>A-08-019-17j(2)</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                   |
| <b>Description:</b>    | j. Eligible applications for positions filled from a register or inventory, including OF 612, résumés, supplemental forms, and attachments, whether in hard copy or electronic format.<br><br>(2) On inactive register or inventory.                                                                         |
| <b>Disposition:</b>    | Temporary. Cut off annually. Destroy 1 year after cut off.                                                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>     | GRS 1, item 33l(2)<br><b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                         |
| <b>A-08-019-17k</b>    | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                   |
| <b>Description:</b>    | k. Ineligible or incomplete applications for positions filled by case examining. Such documents include OF 612, résumés, supplemental forms, whether in hard copy or electronic format.                                                                                                                      |
| <b>Disposition:</b>    | Temporary. Cutoff annually. Destroy 2 years after cutoff.                                                                                                                                                                                                                                                    |
| <b>DispAuthNo:</b>     | GRS 1, item 33m<br><b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                            |
| <b>A-08-019-17l</b>    | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                   |
| <b>Description:</b>    | l. Eligible applications for positions filled by case examining that are either not referred to the hiring official, or are returned to the examining office by the hiring official. Such documents include OF 612, résumés, supplemental forms, and attachments, whether in hard copy or electronic format. |
| <b>Disposition:</b>    | Temporary. Cutoff annually. Destroy 2 years after cutoff.                                                                                                                                                                                                                                                    |
| <b>DispAuthNo:</b>     | GRS 1, item 33n<br><b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                            |

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| <b>A-08-019-17m</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description:</b> | m. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 50, OPM 648, or equivalent form.                                                                                                                                                                                                                                                        |
| <b>Disposition:</b> | Temporary. Cut off annually. Destroy 1 year after cutoff.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>DispAuthNo:</b>  | GRS 1, item 33o                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-019-17n</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description:</b> | n. Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: the list of eligibles screened for the vacancies, ratings assigned, availability statements, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned by the selecting official, and other documentation material designated by the examiner for retention. |
| <b>Disposition:</b> | Temporary. Cut off annually. Destroy 2 years after cutoff.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DispAuthNo:</b>  | GRS 1, item 33p                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-019-17o</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description:</b> | o. Certification request control index. Certificate control log system. Records of information (e.g., receipt date, series, and grade of position, duty station, etc.) pertaining to requests for lists of eligibles from a register or inventory.                                                                                                                                                                                                       |
| <b>Disposition:</b> | Temporary. Cut off annually. Destroy 2 years after cutoff.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DispAuthNo:</b>  | GRS 1, item 33q                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-019-17p</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description:</b> | p. Interagency Placement Program (IPP) application and registration sheet.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Disposition:</b> | Temporary. Destroy upon expiration of employee's DEP eligibility.                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>DispAuthNo:</b>  | GRS 1, item 33r                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-019-17q</b> | <b>Examining and Certification Records</b>                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description:</b> | q. DEP control cards, if maintained.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Disposition:</b> | Temporary. Cut off annually. Destroy 2 years after cutoff.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DispAuthNo:</b>  | GRS 1, item 33s                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Date Edited:</b> | 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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### Chapter 08: Overseas Buildings Operations

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#### A-08-019-17r      Examining and Certification Records

**Description:** r. Reports of audits of delegated examining operations.

**Disposition:** Temporary. Destroy 3 years after date of the report.

**DispAuthNo:** GRS 1, item 33t      **Date Edited:** 12/10/2008

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#### A-08-019-18a      Federal Workplace Drug Testing Program Files

**Description:** a. Drug test plans and procedures, excluding documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.)

Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.

**Disposition:** Temporary. Destroy when 3 years old or when superseded or obsolete.

**DispAuthNo:** GRS 1, item 36a      **Date Edited:** 12/10/2008

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#### A-08-019-18b      Federal Workplace Drug Testing Program Files

**Description:** b. Employee acknowledgment of notice forms.

Regardless of media, forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.

**Disposition:** Temporary. Destroy/delete when employee separates from testing-designated position.

**DispAuthNo:** GRS 1, item 36b      **Date Edited:** 12/10/2008

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#### A-08-019-19      Donated Leave Program Case Files

**Description:** Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.

**Disposition:** Temporary. Beginning in January 1994, destroy 1 year after the end of the year in which file is closed.

**DispAuthNo:** GRS 1, item 37      **Date Edited:** 12/10/2008

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| <b>A-08-019-20a</b> | <b>Alternate Worksite Records</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | a. Approved requests applications to participate in an alternate worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Disposition:</b> | Temporary. Destroy 1 year after end of employee participation in the program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>DispAuthNo:</b>  | GRS 1, item 42a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                     | <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-019-20b</b> | <b>Alternate Worksite Records</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | b. Unapproved requests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Disposition:</b> | Temporary. Destroy 1 year after request is rejected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | GRS 1, item 42b                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                     | <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-019-20c</b> | <b>Alternate Worksite Records</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | c. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Disposition:</b> | Temporary. Destroy when 1 year old, or when no longer needed, whichever is later.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | GRS 1, item 42c                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                     | <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-019-21a</b> | <b>Electronic Mail and Word Processing System Copies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Description:</b> | <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> |
| <b>Disposition:</b> | Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DispAuthNo:</b>  | GRS 1, item 43a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                     | <b>Date Edited:</b> 12/10/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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**A-08-019-21b**      **Electronic Mail and Word Processing System Copies**

**Description:**      Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:**      Temporary. Destroy/delete when dissemination, revision, or updating is completed

**DispAuthNo:**      GRS 1, item 43b

**Date Edited:**      12/10/2008

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### Chapter 08: Overseas Buildings Operations

#### Planning and Development Office

##### A-08-020-01 Long Range Facilities Plan

**Description:** Master plan, regardless of media, for OBO projects including supporting decisions for project, scope, schedule, and budget for construction related projects. Contains 10 year plan. Includes construction site plans, space plans, cost estimates, construction schedules, decision memorandums, cables, and related space requirements plan.

**Disposition:** TEMPORARY: Destroy when superseded or 25 (twenty-five) years after completion of project, whichever is sooner.

**DispAuthNo:** N1-059-08-2, item 1 **Date Edited:** 11/5/2008

##### A-08-020-02 Cost Estimate Project File

**Description:** Cost estimate file on proposed projects for new embassies, renovations, and security upgrades. Contains requests for proposals and evaluations of proposals. Includes copies of studies, long range plans, budget, planning estimates, independent government estimates and award proposals. Maintained by post/country by bureau and year.

**Disposition:** TEMPORARY: Cut off at end of fiscal year; destroy after 7 (seven) years old, or at termination of legal case, whichever is later.

**DispAuthNo:** N1-059-08-2, item 2 **Date Edited:** 11/5/2008

##### A-08-020-03 Capital Projects Files

**Description:** Project package of new embassies or new construction. Contains, Long Range Overseas Buildings Plan (LROBP) cost estimates, Standards Requirement Package (SRP) Summary, Functional Program Estimates and Initial Preliminary Report Analysis (IPRA) Report. Budget cost estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Planning cost estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Independent Government Estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Award cost estimates, RFP Summary, Section B and Section J3.6, Success Estimate Summary, Functional Program Estimates, Second Independent Government Estimate, and IPRA Report.

**Disposition:** TEMPORARY: Cut off when project ends. Destroy 7 (seven) years after cut off or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-08-2, item 3 **Date Edited:** 11/5/2008

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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-020-03a</b> | <b>Capital Projects Planning Files</b>                                                                                                                                                                                                                                                                   |
| <b>Description:</b> | Project analysis package of new embassies or new construction. Contains, regardless of media, project decisions, funding documentation, cost estimates, scope, planning surveys and studies, space plans, drawings, zoning analysis, tax agreements, etc. Maintained electronically by post and project. |
| <b>Disposition:</b> | TEMPORARY: Cut off when project ends. Destroy 7 (seven) years after cut off or when no longer needed, whichever is later.                                                                                                                                                                                |
| <b>DispAuthNo:</b>  | N1-059-08-2, item 3a                                                                                                                                                                                                                                                                                     |
|                     | <b>Date Edited:</b> 11/5/2008                                                                                                                                                                                                                                                                            |
| <b>A-08-020-04</b>  | <b>Physical Security Upgrades Planning Files</b>                                                                                                                                                                                                                                                         |
| <b>Description:</b> | Project analysis package for improvements on existing property. Contains, regardless of media, project decisions, cost estimates, funding documentation, scope, drawings, tax agreements, etc. Maintained electronically by post and project.                                                            |
| <b>Disposition:</b> | TEMPORARY: Cut off when project ends. Destroy 7 (seven) years after cut off or when no longer needed, whichever is later.                                                                                                                                                                                |
| <b>DispAuthNo:</b>  | N1-059-08-2, item 4                                                                                                                                                                                                                                                                                      |
|                     | <b>Date Edited:</b> 11/5/2008                                                                                                                                                                                                                                                                            |
| <b>A-08-020-05</b>  | <b>Major Renovations Planning Files</b>                                                                                                                                                                                                                                                                  |
| <b>Description:</b> | Project analysis package for improvements on major renovations on existing property. Contains, regardless of media, project decisions, funding documentation, cost estimates, scope, space plans, drawings, tax agreements, etc. Maintained electronically by post and project.                          |
| <b>Disposition:</b> | TEMPORARY: Maintain for 7 (seven) years, or at termination of legal case, whichever is later, then destroy.                                                                                                                                                                                              |
| <b>DispAuthNo:</b>  | N1-059-08-2, item 5                                                                                                                                                                                                                                                                                      |
|                     | <b>Date Edited:</b> 11/5/2008                                                                                                                                                                                                                                                                            |
| <b>A-08-020-06</b>  | <b>Long-Range Overseas Buildings Plan (6 year plan)</b>                                                                                                                                                                                                                                                  |
| <b>Description:</b> | Master compilation of all OBO projects and plans for all overseas posts in a booklet format. Includes an overview of all projects by posts, including new embassy construction, renovation, and security upgrades. Maintained in both paper and electronic format.                                       |
| <b>Disposition:</b> | PERMANENT: Cut off at end of fiscal year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years (twenty-five) after cut off of most recent issuance in the block. NOTE: Record copy limited to paper.                                            |
| <b>DispAuthNo:</b>  | N1-059-08-2, item 6                                                                                                                                                                                                                                                                                      |
|                     | <b>Date Edited:</b> 11/5/2008                                                                                                                                                                                                                                                                            |



## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-020-07a Project Information Database (PID)

**Description:** PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data.

a. Project Information Data

INPUT: A wide variety of project data including staffing data on all overseas posts.

OUTPUT: Reports, milestones, and space requirements data. Program converts staffing data into space requirements by posts.

**Disposition:** TEMPORARY: Destroy 3 (three) years after project completion or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-08-2, item 7a **Date Edited:** 11/7/2008

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#### A-08-020-07b Project Information Database (PID)

**Description:** PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data.

b. Capital Security Cost Sharing Data

Electronic data on space costs incurred by other Government agencies located at posts abroad. Generates annual electronic bills for reimbursement, payment records, and generates cost estimates for next fiscal year.

OUTPUT: Electronic bills and cost estimates.

**Disposition:** TEMPORARY: Destroy 6 (six) years and 3 (three) months after receipt of final payment.

**DispAuthNo:** N1-059-08-2, item 7b **Date Edited:** 11/7/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-020-07c</b> | <b>Project Information Database (PID) System Documentation</b> |
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|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b> | PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data. |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

c. Records required for planning, developing, operating, maintaining and using the PID system. Included are electronic systems specifications, file specifications, codebooks, records layout, user guides and output specifications.

|                     |                                                                                                 |
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| <b>Disposition:</b> | TEMPORARY: Destroy or delete when superseded or obsolete, or upon deletion of the PID database. |
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| <b>DispAuthNo:</b> | GRS 20, item 11a(1) | <b>Date Edited:</b> | 11/5/2008 |
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| <b>A-08-020-07d</b> | <b>Project Information Database (PID) System Backups</b> |
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| <b>Description:</b> | PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data. |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

d. Electronic copies of the PID system that are maintained in case the database is damaged or inadvertently erased.

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| <b>Disposition:</b> | TEMPORARY: Delete/destroy backup when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. |
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| <b>DispAuthNo:</b> | GRS 20, item 8b | <b>Date Edited:</b> | 11/6/2008 |
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| <b>A-08-020-08</b> | <b>Capital Security Cost Sharing Records (exclusive of the data in the Project Information Database system)</b> |
|--------------------|-----------------------------------------------------------------------------------------------------------------|

|                     |                                                                                                                                                                                                                                                                                                              |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b> | Contains documentation on the Capital Security Cost Sharing Program with other Governmental Agencies. Includes paper and electronic records of agreements, position totals, communications, Intra-Governmental Payment and Collection System forms, fiscal data, bills, payment records, and correspondence. |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| <b>Disposition:</b> | TEMPORARY: Destroy 6 (six) years after end of the program. |
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| <b>DispAuthNo:</b> | N1-059-08-2, item 8 | <b>Date Edited:</b> | 11/5/2008 |
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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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**A-08-020-09      President's Management Agenda Federal Real Property Initiative**

**Description:** Materials related in response to the President's Management Agenda. Contains data on all Department properties overseas and how the assets are managed. Includes asset management plan, asset accountability, and other related materials which are reported to OMB on a quarterly basis and the asset plan that is submitted on an annual basis.

**Disposition:** TEMPORARY: Destroy when 5 (five) years old, when no longer needed, or at termination of legal case, whichever is later.

**DispAuthNo:** N1-059-08-2, item 9      **Date Edited:** 11/5/2008

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**A-08-020-10      Travel Voucher Records**

**Description:** Contains paper records of Travel Authorization, Travel Voucher and receipts of travel expenses.

**Disposition:** TEMPORARY: Destroy 7 (seven) years after final payment.

**DispAuthNo:** N1-059-08-2, item 10      **Date Edited:** 11/5/2008

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**A-08-020-11a      Procurement Files - Electronic Records**

**Description:** Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers.

Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining simplified acquisition threshold).

Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

**Disposition:** TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment, or at termination of legal case, whichever is later.

**DispAuthNo:** GRS 3, item 3a(1)(a)      **Date Edited:** 11/6/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-020-11b      Procurement Files - Electronic Records

**Description:** Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

b. Procurement or purchase organization copy, and related papers.

Transactions dated on or after July 3, 1995 (the effective date of the Federal acquisition Regulations (FAR) rule defining simplified acquisition threshold).

Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.

**Disposition:** TEMPORARY: Destroy 3 (three) years after final payment, or at termination of legal case, whichever is later.

**DispAuthNo:** GRS 3, item 3a(1)(b)      **Date Edited:** 11/6/2008

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#### A-08-020-11c      Procurement Files- Electronic Records

**Description:** Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

c. Obligation Copy.

Request for Contract Action.

**Disposition:** TEMPORARY: Destroy when funds are obligated, or at termination of legal case, whichever is later.

**DispAuthNo:** GRS 3, item 3b      **Date Edited:** 11/6/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-020-11d</b> | <b>Procurement Files- Electronic Records</b>                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.<br><br>d. Other copies of records.<br><br>Used by component elements of a procurement office for administrative purposes. |
| <b>Disposition:</b> | TEMPORARY: Destroy upon termination or completion, or at termination of legal case.                                                                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>  | GRS 3, item 3c<br><b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                         |
| <b>A-08-020-12a</b> | <b>Solicited and Unsolicited Bids and Proposals Files (includes information in PROJNET)</b>                                                                                                                                                                                                                                                                                                             |
| <b>Description:</b> | a. Successful bids and proposals.<br><br>Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13                                                                                                                                                                                                                                                                   |
| <b>Disposition:</b> | TEMPORARY: Destroy with related contract case files.                                                                                                                                                                                                                                                                                                                                                    |
| <b>DispAuthNo:</b>  | GRS 3, item 5a<br><b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                         |
| <b>A-08-020-12b</b> | <b>Solicited and Unsolicited Unsuccessful Bids and Proposals Files</b>                                                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b> | b. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.                                                                                                                                                                                                                                                                                                        |
| <b>Disposition:</b> | TEMPORARY: Destroy 1 (one) year after date of award or final payment, whichever is later; or at termination of legal case, whichever is later.                                                                                                                                                                                                                                                          |
| <b>DispAuthNo:</b>  | GRS 3, item 5b(1)<br><b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                      |
| <b>A-08-020-12c</b> | <b>Solicited and Unsolicited Unsuccessful Bids and Proposals Files</b>                                                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b> | c. Relating to transactions above the small purchase limitations in 48 CFR Part 13.<br><br>When filed separately from contract case files.                                                                                                                                                                                                                                                              |
| <b>Disposition:</b> | TEMPORARY: Destroy when related contract is completed, or at termination of legal case, whichever is later.                                                                                                                                                                                                                                                                                             |
| <b>DispAuthNo:</b>  | GRS 3, item 5b(2)(a)<br><b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                   |

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| <b>A-08-020-12d</b> | <b>Solicited and Unsolicited Unsuccessful Bids and Proposals Files</b>                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Description:</b> | d. Relating to transactions above the small purchase limitations in 48 CFR Part 13.<br><br>When filed with contract case files.                                                                                                                                                                                                                                                                                                                                            |
| <b>Disposition:</b> | TEMPORARY: Destroy with related contract case file, or at termination of legal case, whichever is later.                                                                                                                                                                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>  | GRS 3, item 5b(2)(b) <b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A-08-020-12e</b> | <b>Solicited and Unsolicited Bids and Proposals Files</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b> | e. Canceled Solicitations Files<br><br>Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation. |
| <b>Disposition:</b> | TEMPORARY: Destroy 5 (five) years after date of cancellation.                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>DispAuthNo:</b>  | GRS 3, item 5c(1) <b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>A-08-020-12f</b> | <b>Solicited and Unsolicited Bids and Proposals Files</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b> | f. Canceled Solicitations Files.<br><br>Unopened bids.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Disposition:</b> | TEMPORARY: Return to bidder.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DispAuthNo:</b>  | GRS3, item 5c(2) <b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>A-08-020-12g</b> | <b>Solicited and Unsolicited Bids and Proposals Files</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b> | g. Acceptable Bidders Files.<br><br>Lists or card files of acceptable bidders.                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Disposition:</b> | TEMPORARY: Destroy when superseded or obsolete.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | GRS 3, item 5d <b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                                                                                               |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-020-13a</b> | <b>Contract Appeals Case Files</b>                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.<br><br>a. Records created prior to October 1, 1979. |
| <b>Disposition:</b> | TEMPORARY: Destroy 6 (six) years, 3 (three) months after final action on decision.                                                                                                                                                                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | GRS 3, item 15a<br><b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                                              |
| <b>A-08-020-13b</b> | <b>Contract Appeals Case Files</b>                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.<br><br>b. Records created after September 30, 1979. |
| <b>Disposition:</b> | TEMPORARY: Destroy 1 year after final action on decision.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>  | GRS 3, item 15b<br><b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                                              |
| <b>A-08-020-14</b>  | <b>Contractor Statement of Contingent or Other Fees</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b> | SF 119, Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or reporting purposes.                                                                                                                                                                                                                                           |
| <b>Disposition:</b> | TEMPORARY: Destroy when superseded or obsolete.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DispAuthNo:</b>  | GRS 3, item 16<br><b>Date Edited:</b> 11/6/2008                                                                                                                                                                                                                                                                                                                                                                               |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-020-15a      Electronic Mail and Word Processing System Copies

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. No Administrative Value Copiers

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition:** TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced.

**DispAuthNo:** GRS 20, item 13

**Date Edited:** 11/6/2008

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#### A-08-020-15b      Additional File Copies

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:** TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

**DispAuthNo:** GRS 20, item 14

**Date Edited:** 11/6/2008

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#### A-08-020-16a      Administrative Claims Files

**Description:** a. Claims against the United States.

Records relating to claims against the United States for moneys that have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by subitem c. below.

**Disposition:** TEMPORARY: Destroy when 6 (six) years, 3 (three) months old, or at termination of legal case, whichever is later.

**DispAuthNo:** GRS 6, item 10a

**Date Edited:** 11/5/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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| <b>A-08-020-16b(1)</b>  | <b>Administrative Claims Files</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b>     | <p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C.3716(c)(1)</p> <p>Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> <p>(1)Claims that were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.</p>                                                            |
| <b>Disposition:</b>     | TEMPORARY: Destroy when 6 (six) years, 3 (three) months old, or at termination of legal case.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>DispAuthNo:</b>      | GRS 6, item 10b(1) <b>Date Edited:</b> 11/5/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>A-08-020-16b(2)a</b> | <b>Administrative Claims Files</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b>     | <p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 716(c)(1).</p> <p>Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> <p>(2)Claims for which collection action has been terminated under 4 CFR Part 104.</p> <p>(a)Claims for which the Government right to collect was not extended.</p> |
| <b>Disposition:</b>     | TEMPORARY: Destroy 10 (ten) years, 3 (three) months after the year in which the Government right to collect first accrued or at termination of legal case.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>DispAuthNo:</b>      | GRS 6, item 10b(2)(a) <b>Date Edited:</b> 11/5/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-020-16b(2)b Administrative Claims Files

**Description:** b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).

Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.

2) Claims for which collection action has been terminated under 4 CFR Part 104.

(b). Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.

**Disposition:** TEMPORARY: Destroy 3 (three) months after the end of the extended period, or at termination of legal case.

**DispAuthNo:** GRS 6, item 10b(2)(b) **Date Edited:** 11/5/2008

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#### A-08-020-16b(3) Administrative Claims Files

**Description:** b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1)

Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.

3) Claims that the agency administratively determines are not owed to the United States after collection action was initiated.

**Disposition:** TEMPORARY: Destroy when 6 (six) years, 3 (three) months old or at termination of legal case.

**DispAuthNo:** GRS 6, item 10b(3) **Date Edited:** 11/5/2008

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#### A-08-020-16c Administrative Claims Files

**Description:** c. Claim Files - Court Ordered or Subject to Litigation.

Claims files that are affected by a court order or that are subject to litigation proceedings.

**Disposition:** TEMPORARY: Destroy when the court order is lifted, litigation is concluded, or when 6 (six) years, 3 (three) months old, whichever is later.

**DispAuthNo:** GRS 6, item 10c **Date Edited:** 11/5/2008

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## U.S. Department of State Records Schedule

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### *Chapter 08: Overseas Buildings Operations*

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#### Real Property Management Office

##### **A-08-021-01a      Long Term Lease File**

**Description:** Original long term lease file for properties at posts. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-leased properties.

**Disposition:** TEMPORARY. Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded. (Formerly NN-171-69, item 2 and N1-59-94-9, item 9b; A-08-005-01 and A-08-009-09b).

**DispAuthNo:** N1-059-08-16, item 1a      **Date Edited:** 4/14/2009

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##### **A-08-021-01b      Historically Significant Long Term Lease File**

**Description:** Original historically significant long term lease files for properties at posts. Historical significance is determined by the historical significance of the structure itself, or the significance of events that take place or have taken place in the structure. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation for research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-leased properties.

**Disposition:** PERMANENT. Transfer to NARA 30 years after property is disposed of and/or litigation concluded.

**DispAuthNo:** N1-059-08-16, item 1b      **Date Edited:** 4/14/2009

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-021-02 Short Term Lease File

**Description:** Copy of Short term lease file for properties at posts, with copies of related repair contracts and communications. Also includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties.

**Disposition:** TEMPORARY. Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or 5 years after property is disposed of and any litigation is concluded. (Formerly NN-164-5, item 2, N1-59-94-9, item 9b; A-08-005-02 and A-08-009-09b).

**DispAuthNo:** N1-059-08-16, item 2

**Date Edited:** 4/14/2009

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#### A-08-021-03 Property Leasing Policy File

**Description:** Communications, reports and other papers maintained as a precedent file in such matters as interagency agreements, interpretations of law, internal procedures, and other significant subjects affecting the leasing of buildings abroad.

**Disposition:** TEMPORARY. Destroy when 20 years old. (Formerly NC1-59-76-10, item 3; A-08-005-04).

**DispAuthNo:** N1-059-08-16, item 3

**Date Edited:** 4/14/2009

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#### A-08-021-04 Taxation File

**Description:** Communications and reports concerning taxes on leased properties abroad for which the United States is liable under terms of various treaties. Included are requests for information regarding tax problems relating to certain properties held by foreign governments in the United States.

**Disposition:** TEMPORARY. Destroy when information becomes obsolete or is superseded. (Formerly II-NNA-3111, item 30; A-08-005-07).

**DispAuthNo:** N1-059-08-16, item 4

**Date Edited:** 4/14/2009

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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**A-08-021-05a Title Deed to Property File**

**Description:** Original title deeds file to property acquired by the United States in foreign countries. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, freehold titles with associated documentation pertaining to U.S. Government-owned properties, Decision Memo to sell property, OF-158 record of receipt of funds/payment, and formal agreements of sale.

**Disposition:** TEMPORARY. Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded. (Formerly II-NNA-3111, item 31 and N1-59-94-9, item 9b; A-08-007-01 and A-08-009-09b).

**DispAuthNo:** N1-059-08-16, item 5a

**Date Edited:** 4/14/2009

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**A-08-021-05b Historically Significant Title Deed to Property File**

**Description:** Original historically significant title deeds to property acquired by the United States in foreign countries. Historical significance is determined by the historical significance of the structure itself, or the significance of events that take place or have taken place in the structure. Includes host nation agreements and Diplomatic Notes, acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation for research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, amendments, licenses, original leasehold, and associated documentation pertaining to U.S. Government-owned properties. Also includes Decision Memo to sell property, OF-158 record of receipt of funds/payment, and formal agreements of sale.

**Disposition:** PERMANENT. Transfer to NARA 30 years after sale of property.

**DispAuthNo:** N1-059-08-16, item 5b

**Date Edited:** 4/14/2009

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**A-08-021-06a Site Records for Acquired Properties**

**Description:** Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts.

**Disposition:** TEMPORARY. Destroy records on acquired properties 50 years after property is sold or retired and any litigation is concluded. (Formerly II-NNA-3111, item 32 A-08-007-02; N1-59-94-9, item 14a).

**DispAuthNo:** N1-059-08-16, item 6a

**Date Edited:** 4/14/2009

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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-021-06b</b>           | <b>Site Records for Properties Rejected for Acquisition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Description:</b>           | Copies of survey reports, communications, plans, photographs, contracts, options-to-purchase and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts.                                                                                                                                                                                                                                                                                       |
| <b>Disposition:</b>           | TEMPORARY. Destroy records on properties rejected for acquisition 10 years after rejection. (Formerly N1-59-94-9, item 14b; A-08-009-14b).                                                                                                                                                                                                                                                                                                                                                              |
| <b>DispAuthNo:</b>            | N1-059-08-16, item 6b                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Date Edited:</b> 4/14/2009 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A-08-021-07</b>            | <b>Capital Program Files</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b>           | Copies of memoranda, general correspondence, letters, "Capital Program Fund Material", briefing papers, coordination of Congressional Testimony, transcripts, authorizations, request to Congress and other related material. Arranged by fiscal year and country.                                                                                                                                                                                                                                      |
| <b>Disposition:</b>           | TEMPORARY. Destroy when 5 years old. (Formerly N1-59-92-6, item 2; A-08-007-05).                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>DispAuthNo:</b>            | N1-059-08-16, item 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Date Edited:</b> 4/14/2009 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>A-08-021-08a(1)</b>        | <b>Real Property Application - RPA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b>           | <p>Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-59-87-11; A-08-009-03)</p> <p>a. INPUT: scanned paper documents, electronic records, metadata</p> <p>1) Paper Documents</p> |
| <b>Disposition:</b>           | TEMPORARY: Destroy incoming paper document input after verification of scanned image and no longer needed, except long term lease and title deed property of historic significance (see appropriate schedule for disposition.)                                                                                                                                                                                                                                                                          |
| <b>DispAuthNo:</b>            | GRS 20, item 2a(4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Date Edited:</b> 4/14/2009 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-021-08a(2) Real Property Application - RPA

**Description:** Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-59-87-11; A-08-009-03).

a. INPUT: scanned paper documents, electronic records, metadata

2) Electronic Records Transfers

**Disposition:** TEMPORARY. Delete incoming electronic input records when the data has been entered into the system and verified, or when no longer needed to support reconstruction of, or serve as a back up to the system, whichever is later.

**DispAuthNo:** GRS 20, item 2b

**Date Edited:** 4/14/2009

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#### A-08-021-08a(3) Real Property Application - RPA

**Description:** Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-59-87-11; A-08-009-03).

a. INPUT: scanned paper documents, electronic records, metadata

3) Metadata

**Disposition:** TEMPORARY. Transfer files and metadata when system is superseded.

**DispAuthNo:** GRS 20, item 2b

**Date Edited:** 4/14/2009

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-021-08b Real Property Application - RPA

**Description:** Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-59-87-11; A-08-009-03).

b. Master Data File: Data from long and short term leases, land and buildings, office, residential units, functional space, land, and work orders for maintenance and repairs, as well as, government-owned real property.

Long-terms leases, property leasing files, title deed to property files and other files.

**Disposition:** TEMPORARY. Destroy 7 years after property no longer owned/leased or when no longer needed, whichever is later. Migrate data when system superseded.

**DispAuthNo:** N1-059-08-16, item 8b

**Date Edited:** 4/14/2009

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#### A-08-021-08c Real Property Application - RPA

**Description:** Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-59-87-11; A-08-009-03).

c. OUTPUT: Reports generated for statistical purposes include but not limited to housing and construction cost; leasing information, inventory list of real property etc.

**Disposition:** TEMPORARY. Delete when determined they are no longer needed for administrative, legal, audit or other operational purposes.

**DispAuthNo:** GRS 20, item 6

**Date Edited:** 4/14/2009

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| <b>A-08-021-08d</b> | <b>Real Property Application - RPA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Description:</b> | Centralized database established to manage real estate assets worldwide. This electronic imaging system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs. (Formerly N1-59-87-11; A-08-009-03).<br><br>d. Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records. |
| <b>Disposition:</b> | TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DispAuthNo:</b>  | GRS 20, item 11a(1) <b>Date Edited:</b> 4/14/2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>A-08-021-09</b>  | <b>Post Housing Profile and Waiver Files</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Description:</b> | Telegrams, demographic reports, fiscal data, airgrams, memoranda, background materials, survey reports, cost of properties, market surveys, leasing policies, housing policies (A-171), and other material related to Overseas Housing Policies. Arranged by post name.                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Disposition:</b> | TEMPORARY. Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old. Destroy when 20 years old. (Formerly N1-59-94-9, item 8; A-08-009-08).                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>DispAuthNo:</b>  | N1-059-08-16, item 9 <b>Date Edited:</b> 4/14/2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A-08-021-10</b>  | <b>Real Estate Central Files - Arranged by post name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | Copies of Telegrams, environmental surveys, copies of lease agreements, letters, photographs, appraisals, reports, correspondence concerning proposed buildings, property agreements, negotiations, background materials and other documents pertaining to property leased or purchased by the U.S. Government.<br><br>(Also A-08-009-01)                                                                                                                                                                                                                                                                                                           |
| <b>Disposition:</b> | TEMPORARY. Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old. (Supersedes NC1-59-76-10, item 1).                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | N1-059-94-9, item 1 <b>Date Edited:</b> 7/15/2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|
| <b>A-08-021-11a(1)</b> | <b>Real Property Title Records - Arranged by post and property number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |           |
| <b>Description:</b>    | Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties.<br><br>a. Title Deeds to Property (at post)<br><br>(1) Where local law does not require that the originals be retained by the foreign country:<br><br>(Note: Under no circumstance should original title (crown lease-type deeds) documentation or the equivalent substitute, original issuance be held at post.)<br><br>[Also A-08-009-09a(1)] |                     |           |
| <b>Disposition:</b>    | Forward signed, original title or crown lease-type deed document(s) issued by the host country to OBO/PRE/RPM. Retain one official, signed copy at post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |           |
| <b>DispAuthNo:</b>     | N1-059-94-9, item 9a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date Edited:</b> | 4/14/2009 |
| <b>A-08-021-11a(2)</b> | <b>Real Property Title Records - Arranged by post and property number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |           |
| <b>Description:</b>    | Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to Restricted U.S. Government-owned properties.<br><br>a. Title Deeds to Property (at post)<br><br>(2) Where local law does require that the originals be retained by the foreign country<br><br>[Also A-08-009-09a(2)]                                                                                                                                                              |                     |           |
| <b>Disposition:</b>    | Forward two signed, certified copies of title (or crown lease-type deed) document(s) or document equivalency that is recognized by the host government as well as the courts of the host country as having equal validity as to proof-of-U.S. Government-ownership as would an original deed to OBO/PRE/RPM).                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |           |
| <b>DispAuthNo:</b>     | N1-059-94-9, item 9b                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date Edited:</b> | 4/14/2009 |

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## U.S. Department of State Records Schedule

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### *Chapter 08: Overseas Buildings Operations*

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#### **A-08-021-12      Real Estate Asset Management Files - Arranged by post**

**Description:** Reports, maps, telegrams, memoranda, letters, background materials, real estate evaluations, statistical reports, drafts, lease on-site reports, and other related documents.

(Also A-08-009-10)

**Disposition:** Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.

**DispAuthNo:** N1-059-94-9, item 10

**Date Edited:** 4/14/2009

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#### **A-08-021-13      Real Estate Property Appraisals - Arranged by post name**

**Description:** Letters, memoranda, background materials, handwritten notes, appraisal reports, photographs, maps, cost estimates, and other documentation which pertain to U.S. Government leased property.

(Also A-08-009-11)

**Disposition:** TEMPORARY. Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.

**DispAuthNo:** N1-059-94-9, item 11

**Date Edited:** 4/14/2009

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#### Project Execution Office

**A-08-022-01 OBO Internal Taskers**

**Description:** Consists of internal taskers from the Director, regardless of media, on a wide variety of subjects. Arranged in numerical order.

**Disposition:** TEMPORARY: Destroy after action is taken or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-08-1, item 1

**Date Edited:** 7/22/2008

**A-08-022-02 Historically Significant Drawings of Overseas Buildings**

**Description:** Final working drawings and as-built drawings depicting overseas buildings considered historically, architecturally, or technologically significant, including buildings used for a major activity of the agency, long-lasting and important buildings, or buildings reflecting a distinctive architectural style or a standard design used for multiple buildings.

Recordkeeping copy (paper).

**Disposition:** PERMANENT: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Transfer to National Archives 25 (twenty-five) years after cut off. (Formerly NC1-59-76-10, item 2 (A-08-002-02))

**DispAuthNo:** N1-059-08-1, item 2

**Date Edited:** 7/22/2008

**A-08-022-03 Drawings of All Other Overseas Buildings and Structures**

**Description:** Final working drawings and as-built drawings depicting temporary, insignificant, or routine overseas buildings or structures such as parking lots, minor administration buildings, storage sheds, warehouses, fences, drawings of duplicate buildings based on a standard design, or electrical, plumbing, heating, or air conditioning systems.

Recordkeeping copy (paper or electronic).

**Disposition:** TEMPORARY: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Destroy 6 (six) years after building no longer owned/leased.

**DispAuthNo:** N1-059-08-1, item 3

**Date Edited:** 7/22/2008

**A-08-022-04 Design Phase Reports and Specifications**

**Description:** Includes, regardless of media, project construction documents, specifications, calculations, reports, economic assets; folders arranged by post. Records may be in either electronic or paper form.

**Disposition:** TEMPORARY: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Destroy 6 (six) years after building no longer owned/leased.

**DispAuthNo:** N1-059-08-1, item 4

**Date Edited:** 7/22/2008

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**A-08-022-05      OBO Building Permits**

**Description:** Issued permits to begin construction project, regardless of media, includes correspondence. Signed original permit is sent to project manager for filing.

**Disposition:** TEMPORARY: Maintain as long as own/lease building. Destroy 6 (six) years after building no longer owned/leased.

**DispAuthNo:** N1-059-08-1, item 5      **Date Edited:** 7/22/2008

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**A-08-022-06      Independent Government Estimates**

**Description:** Estimates, regardless of media, on costs for proposals.

**Disposition:** TEMPORARY: Cut off after contract is offered. Destroy at end of job.

**DispAuthNo:** N1-059-08-1, item 6      **Date Edited:** 7/22/2008

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**A-08-022-07      Construction Security Plan**

**Description:** The CSP includes a description of the construction/renovation to be performed. It includes the scope of work, the estimated start and completion dates, and project cost. It outlines the clearance requirements for labor, the procurement and transportation requirements, and any secure storage requirements. It designates the Site Security Manager and describes the project documentation requirements and includes accreditation records. Arranged by region, post, project number and IAG.

**Disposition:** TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cut off.

**DispAuthNo:** N1-059-08-1, item 7      **Date Edited:** 7/22/2008

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**A-08-022-08      Budget and Finance Records**

**Description:** Records pertaining to security construction projects including reports, authorization for project, purchase order, budget justification, and background data. Arranged by fiscal year and by project code.

**Disposition:** TEMPORARY: Cut off at end of fiscal year. Destroy 6 (six) years, 3 (three) months after final payment.

**DispAuthNo:** N1-059-08-1, item 8      **Date Edited:** 7/22/2008

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**A-08-022-09      Worldwide Perimeter Security Upgrade Program Files**

**Description:** Contain proposals, task orders for upgrading perimeter, security requests for Diplomatic Security, and requests for funding for approved project. Paper files arranged by post.

**Disposition:** TEMPORARY: Cut off when contract closes. Destroy 6 (six) years after cutoff.

**DispAuthNo:** N1-059-08-1, item 9      **Date Edited:** 7/22/2008

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**A-08-022-10 Shatter-Resistant Window Files**

**Description:** Contains specifications, proposals, task orders and/or procurement requests, requests for approval, requests for Diplomatic Security.

**Disposition:** TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cutoff.

**DispAuthNo:** N1-059-08-1, item 10 **Date Edited:** 7/22/2008

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**A-08-022-11 Construction Security Project Files**

**Description:** Contains various project or program files related to construction security installments at posts. Includes but not limited to elevator, façade, grills, antennas, and other projects, purchase order, proposals, and requests for approvals. For items in and around building HVAC (Heating, Ventilation, Air-Conditioning), fencing, public access control, maintenance and repair projects, modular and mechanical, post ammunition, physical security power renovations.

**Disposition:** TEMPORARY: Cut off when project ends. Destroy 6 (six) years after cutoff.

**DispAuthNo:** N1-059-08-1, item 11 **Date Edited:** 7/22/2008

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**A-08-022-12 Management Operations Files**

**Description:** Contains taskers, requests for information and points of contact, general information, safety and fire requirements related to domestic operations.

**Disposition:** TEMPORARY: Destroy when no longer needed.

**DispAuthNo:** N1-059-08-1, item 12 **Date Edited:** 7/22/2008

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**A-08-022-13 Emergency Security Supplementation**

**Description:** Temporary/ permanent security upgrade of an immediate nature in posts. Contains proposal, task order, request for DS, request for approved proposal.

**Disposition:** TEMPORARY: Cut off when project ends. Destroy 6 (six) years after cutoff.

**DispAuthNo:** N1-059-08-1, item 13 **Date Edited:** 7/22/2008

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**A-08-022-14 Office of Inspector General (OIG) Files**

**Description:** Contains reports, queries, responses, requests for information.

**Disposition:** TEMPORARY: Destroy 3 (three) years after response or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-08-1, item 14 **Date Edited:** 7/22/2008

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| <b>A-08-022-15</b>  | <b>Site Security Program – Security Personnel On-Line Tracking System (SPOT)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Description:</b> | Contains information on contractors and direct hire employees including personal data, travel information, security personnel, next of kin, site security coordinator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Disposition:</b> | TEMPORARY: Destroy 5 (five) years after departure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DispAuthNo:</b>  | N1-059-08-1, item 15 <b>Date Edited:</b> 7/22/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-022-16</b>  | <b>Vehicle Case File - Automotive Fleet Control</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Description:</b> | Consists of cables, memoranda, purchase orders, advice of obligations, statement regarding Federal excise tax exemption, communications with the U.S. Dispatch Agency regarding shipping and shipping costs, certificates of award, sales authorization, property transfer record, and other papers pertaining to the purchase, sale or disposition of individual vehicles to include Bills of Sale and Certificate of Origin.                                                                                                                                                                                                                                                                                                                   |
| <b>Disposition:</b> | TEMPORARY: Destroy 7 (seven) years after sale or disposal of vehicle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | N1-059-08-1, item 16 <b>Date Edited:</b> 7/22/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-022-17a</b> | <b>Construction Security Program Files</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Description:</b> | Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.<br><br>a. For all construction projects that require a Construction Security Plan (CSP) based upon Federal Law. |
| <b>Disposition:</b> | TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cutoff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DispAuthNo:</b>  | N1-059-08-1, item 17a <b>Date Edited:</b> 7/22/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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#### **A-08-022-17b      Construction Security Program Files**

**Description:** Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

b. Files from overseas posts. (NOB projects only – phase 2 of retirement process for item B-08-004-07b, N1-084-93-10, item 1b).

**Disposition:** TEMPORARY: Transfer to records storage center upon receipt. Destroy 6 (six) years after contract close-out.

**DispAuthNo:** N1-059-08-1, item 17b      **Date Edited:** 7/22/2008

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#### **A-08-022-18      De-obligation Files**

**Description:** Lists of monies not used in the various projects. Maintained electronically since 2002 by destination/project.

**Disposition:** TEMPORARY: Destroy 6 (six) years after funds obligated.

**DispAuthNo:** N1-059-08-1, item 18      **Date Edited:** 7/22/2008

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#### **A-08-022-19      Inventories of Presentational Materials**

**Description:** Inventory reports, regardless of media, on china, glassware, and on other houseware materials.

**Disposition:** TEMPORARY: Maintain until superseded by revised plan or inventory.

**DispAuthNo:** N1-059-08-1, item 19      **Date Edited:** 7/22/2008

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#### **A-08-022-20      General Administrative Correspondence File**

**Description:** Contains general administrative correspondence maintained in chronological order.

**Disposition:** TEMPORARY: Destroy when 2 (two) years old.

**DispAuthNo:** GRS 23, item 1      **Date Edited:** 11/14/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-022-21 Travel Files

**Description:** Records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.

**Disposition:** TEMPORARY: Block annually. Destroy when 2 (two) years old.

**DispAuthNo:** GRS 9, item 4a **Date Edited:** 11/14/2008

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#### A-08-022-22 Tracking and Control Records

**Description:** Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, and other records authorized for destruction. Included are correspondence control forms, routing slips, job control records and other similar records used solely to control work flow.

**Disposition:** TEMPORARY: Destroy or delete when no longer needed.

**DispAuthNo:** GRS 23, item 8 **Date Edited:** 11/14/2008

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#### A-08-022-23a Duplicate Personnel Files

**Description:** a. Supervisor Personnel Files - Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position authorizations, pending actions; copies of positions descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.

**Disposition:** TEMPORARY: Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 (one) year after separation or transfer.

**DispAuthNo:** GRS 1, item 18a **Date Edited:** 11/18/2008

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#### A-08-022-23b Duplicate Personnel Files

**Description:** b. Duplicate Documentation - Other copies of documents duplicated in Official Personnel Folders.

**Disposition:** TEMPORARY: Destroy when 6 (six) months old.

**DispAuthNo:** GRS 1, item 18b **Date Edited:** 11/14/2008

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### Chapter 08: Overseas Buildings Operations

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#### A-08-022-26a Administrative Claims Files

**Description:** a. Claims against the United States. Records relating to claims against the United States for moneys that have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by subitem c. below.

**Disposition:** Destroy when 6 (six) years, 3 (three) months old.

**DispAuthNo:** GRS 6, item 10a **Date Edited:** 11/14/2008

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#### A-08-022-26b(1) Administrative Claims Files

**Description:** b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).

Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c. below.

(1) Claims that were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.

**Disposition:** TEMPORARY: Destroy when 6 (six) years, 3 (three) months old.

**DispAuthNo:** GRS 6, item 10b(1) **Date Edited:** 11/14/2008

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#### A-08-022-26b(2)a Administrative Claims Files

**Description:** b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).

Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c. below.

(2) Claims for which collection action has been terminated under 4 CFR Part 104.

(a) Claims for which the Government right to collect was not extended.

**Disposition:** TEMPORARY: Destroy 10 (ten) years, 3 (three) months after the year in which the Government right to collect first accrued.

**DispAuthNo:** GRS 6, item 10b(2)(a) **Date Edited:** 11/14/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-022-26b(2)b Administrative Claims Files

**Description:** b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).

Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c. below.

(2)Claims for which collection action has been terminated under 4 CFR Part 104.

(b)Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.

**Disposition:** TEMPORARY: Destroy 3 (three) months after the end of the extended period.

**DispAuthNo:** GRS 6, item 10b(2)(b) **Date Edited:** 11/14/2008

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#### A-08-022-26b(3) Administrative Claims Files

**Description:** b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).

Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c. below.

(3)Claims that the agency administratively determines are not owed to the United States after collection action was initiated.

**Disposition:** TEMPORARY: Destroy when 6 (six) years, 3 (three) months old.

**DispAuthNo:** GRS 6, item 10b(3) **Date Edited:** 11/14/2008

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#### A-08-022-26c Administrative Claims Files

**Description:** c. Claims files that are affected by a court order or that are subject to litigation proceedings.

**Disposition:** TEMPORARY: Destroy when the court order is lifted, litigation is concluded, or when 6 (six) years, 3 (three) months old, whichever is later.

**DispAuthNo:** GRS 6, item 10c **Date Edited:** 11/14/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-022-27 Training Records

**Description:** Consists of DS-755, Request for Training, Authorization, Agreements, and Certification of Training, course descriptions, and related records. Records developed and used for training presentations are identified in appropriate program chapters.

**Disposition:** TEMPORARY: Block annually. Destroy when 2 (two) years old or when no longer needed, whichever is sooner.

**DispAuthNo:** GRS 23, item 1 **Date Edited:** 11/14/2008

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#### A-08-022-28a Classified Document Container Security Files

**Description:** a. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. Includes OF-62, Safe or Cabinet Security Record, SF-700, Security Container Information, and OF-111, Combination Safe Card.

**Disposition:** TEMPORARY: Destroy when superseded by a new form or list, or upon turn in of containers.

**DispAuthNo:** GRS 18, item 7a **Date Edited:** 11/14/2008

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#### A-08-022-28b Classified Document Container Security Files

**Description:** b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF-701, Activity Security Checklist, and SF-702, Security Container Check Sheet.

**Disposition:** TEMPORARY: Destroy 3 (three) months following the last entry on the form. NOTE: Forms involved in investigations will be retained until completion of the investigation.

**DispAuthNo:** GRS 18, item 7b **Date Edited:** 12/3/2008

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#### A-08-022-29 Contracts for Construction and Alteration

**Description:** Copies of contracts for construction, alteration, repair, equipment and furnishing of Government owned buildings outside the United States, including related papers such as change orders, changes or amendments to contracts, and payments under contract.

**Disposition:** TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)(a) **Date Edited:** 11/14/2008

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-022-30</b>  | <b>Working Papers on Accounts</b>                                                                                                                                                                                                                  |
| <b>Description:</b> | Consists of copies of obligation documents, purchase orders, instructions regarding stockpile accounts, work sheets for the property list, reports on unliquidated obligations, copies of journal vouchers, and other papers relating to accounts. |
| <b>Disposition:</b> | TEMPORARY: Destroy when 5 (five) years old.                                                                                                                                                                                                        |
| <b>DispAuthNo:</b>  | NC1-059-80-8, item 1                                                                                                                                                                                                                               |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                         |
| <b>A-08-022-31</b>  | <b>Allotment Ledger</b>                                                                                                                                                                                                                            |
| <b>Description:</b> | Ledger of allotments made for various Foreign Service post buildings and of charges against each allotment.                                                                                                                                        |
| <b>Disposition:</b> | TEMPORARY: Destroy when 5 (five) years old.                                                                                                                                                                                                        |
| <b>DispAuthNo:</b>  | II-NNA-3111, item 12                                                                                                                                                                                                                               |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                         |
| <b>A-08-022-32</b>  | <b>Advice of Allotment</b>                                                                                                                                                                                                                         |
| <b>Description:</b> | Notices and related communications regarding allotments made to Foreign Service posts for buildings.                                                                                                                                               |
| <b>Disposition:</b> | TEMPORARY: Destroy when 5 (five) years old.                                                                                                                                                                                                        |
| <b>DispAuthNo:</b>  | NC1-059-80-8, item 2                                                                                                                                                                                                                               |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                         |
| <b>A-08-022-33</b>  | <b>Post Reports on Obligations</b>                                                                                                                                                                                                                 |
| <b>Description:</b> | Reports of Foreign Service posts on unliquidated obligations in connection with their buildings.                                                                                                                                                   |
| <b>Disposition:</b> | TEMPORARY: Destroy when 5 (five) years old.                                                                                                                                                                                                        |
| <b>DispAuthNo:</b>  | II-NNA-3111, item 14                                                                                                                                                                                                                               |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                         |
| <b>A-08-022-34</b>  | <b>Purchase Order File</b>                                                                                                                                                                                                                         |
| <b>Description:</b> | Purchase orders and related communications with posts and with firms, including card record showing status of purchase orders.                                                                                                                     |
| <b>Disposition:</b> | TEMPORARY: Destroy 2 (two) years after final payment.                                                                                                                                                                                              |
| <b>DispAuthNo:</b>  | II-NNA-3111, item 16                                                                                                                                                                                                                               |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                         |
| <b>A-08-022-35</b>  | <b>Contract File</b>                                                                                                                                                                                                                               |
| <b>Description:</b> | Consists of copies of contracts and related communications with contractors, architects and construction supervisors.                                                                                                                              |
| <b>Disposition:</b> | TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment.                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | GRS 3, item 3a(1)(a)                                                                                                                                                                                                                               |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                         |

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### Chapter 08: Overseas Buildings Operations

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|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-022-36</b>  | <b>Post Reports on Sale of Equipment</b>                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | Reports of posts and related correspondence regarding the sale of surplus or obsolete equipment.                                                                                                                                                                                                                                    |
| <b>Disposition:</b> | TEMPORARY: Destroy when 5 (five) years old.                                                                                                                                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | II-NNA-3111, item 22                                                                                                                                                                                                                                                                                                                |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                                                                                                          |
| <b>A-08-022-37</b>  | <b>Copies of Drawings and Specifications</b>                                                                                                                                                                                                                                                                                        |
| <b>Description:</b> | Reference copies of drawings and specifications.                                                                                                                                                                                                                                                                                    |
| <b>Disposition:</b> | TEMPORARY: Maintain until no longer needed.                                                                                                                                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | Non-Record                                                                                                                                                                                                                                                                                                                          |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                                                                                                          |
| <b>A-08-022-39</b>  | <b>Supplies, Services and Equipment (General)</b>                                                                                                                                                                                                                                                                                   |
| <b>Description:</b> | Records relating to the ordering of supplies, requests for office services and equipment requests and receipts. Included are DS 2092, OF-347 and DS 2092, Requisition for Equipment, Supplies, Furniture, Furnishings or Services; DS 5, Requisition for Publishing, Reproduction, and Distribution Services and related documents. |
| <b>Disposition:</b> | TEMPORARY: Block annually. Destroy when 2 (two) years old or when no longer needed, whichever is sooner.                                                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | GRS 23, item 1                                                                                                                                                                                                                                                                                                                      |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                                                                                                          |
| <b>A-08-022-40</b>  | <b>Records Management</b>                                                                                                                                                                                                                                                                                                           |
| <b>Description:</b> | Routine correspondence, memoranda, reports, forms and other documents dealing with the disposition of records or review of the records management activities of the office. Included are copies of DS-693, Retirement of Records; NA Form 13001, Notice of Intent to Destroy Records, etc.                                          |
| <b>Disposition:</b> | TEMPORARY: Destroy when no longer needed for reference.                                                                                                                                                                                                                                                                             |
| <b>DispAuthNo:</b>  | GRS 16, item 2b                                                                                                                                                                                                                                                                                                                     |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                                                                                                                                                                                          |
| <b>A-08-022-41a</b> | <b>Mail Registration and Receipts</b>                                                                                                                                                                                                                                                                                               |
| <b>Description:</b> | a. Records relating to incoming or outgoing registered mail pouches, registered, certified insured, and special delivery mail including receipts and return receipts. Included are Forms DS-454, Receipt for Registered Mail, and DS-712, Registered Mail Invoice.                                                                  |
| <b>Disposition:</b> | TEMPORARY: Destroy when 1 (one) year old.                                                                                                                                                                                                                                                                                           |
| <b>DispAuthNo:</b>  | GRS 12, item 5a                                                                                                                                                                                                                                                                                                                     |
| <b>Date Edited:</b> | 12/3/2008                                                                                                                                                                                                                                                                                                                           |

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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-022-41b</b> | <b>Mail Registration and Receipts</b>                                                                                                                      |
| <b>Description:</b> | b. Records relating to the registration of diplomatic mail. Includes OF-120, Diplomatic Pouch Mail Registration.                                           |
| <b>Disposition:</b> | TEMPORARY: Block annually. Destroy when 2 (two) years old.                                                                                                 |
| <b>DispAuthNo:</b>  | II-NNA-3047, item 1                                                                                                                                        |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                 |
| <b>A-08-022-42</b>  | <b>Furnishings Post File</b>                                                                                                                               |
| <b>Description:</b> | Communications with posts regarding furniture and furnishings for buildings at the posts.                                                                  |
| <b>Disposition:</b> | TEMPORARY: Destroy when 2 (two) years old.                                                                                                                 |
| <b>DispAuthNo:</b>  | GRS 3, item 2                                                                                                                                              |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                 |
| <b>A-08-022-43</b>  | <b>Estimates for Furniture and Furnishings</b>                                                                                                             |
| <b>Description:</b> | Draft estimates prepared for the purpose of issuing purchase orders for furniture and furnishings for posts. Included are samples of various fabrics.      |
| <b>Disposition:</b> | TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment.                                                                                 |
| <b>DispAuthNo:</b>  | GRS 3, item 3a(1)(a)                                                                                                                                       |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                 |
| <b>A-08-022-44</b>  | <b>Furniture Layout Floor Plans</b>                                                                                                                        |
| <b>Description:</b> | Floor plan used for the purpose of prospective occupants of Foreign Service buildings to show the layout of furniture in their future office or residence. |
| <b>Disposition:</b> | TEMPORARY: Destroy when superseded by revised plan or when building is sold.                                                                               |
| <b>DispAuthNo:</b>  | II-NNA-3111, item 37                                                                                                                                       |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                 |
| <b>A-08-022-45</b>  | <b>Manufacturers and Vendors Correspondence File</b>                                                                                                       |
| <b>Description:</b> |                                                                                                                                                            |
| <b>Disposition:</b> | TEMPORARY: Destroy when 2 (two) years old.                                                                                                                 |
| <b>DispAuthNo:</b>  | II-NNA-3111, item 38                                                                                                                                       |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                 |
| <b>A-08-022-46</b>  | <b>Inventories of Furnishings</b>                                                                                                                          |
| <b>Description:</b> | Inventory reports on household and office furnishings for post buildings.                                                                                  |
| <b>Disposition:</b> | TEMPORARY: Destroy when 2 (two) years old.                                                                                                                 |
| <b>DispAuthNo:</b>  | II-NNA-3111, item 39                                                                                                                                       |
| <b>Date Edited:</b> | 11/14/2008                                                                                                                                                 |

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|---------------------|----------------------------------------------------------------------------|
| <b>A-08-022-47</b>  | <b>Purchase Orders</b>                                                     |
| <b>Description:</b> | Copies of purchase orders for furniture and furnishings for posts.         |
| <b>Disposition:</b> | TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment. |
| <b>DispAuthNo:</b>  | GRS 3, item 3a(1)(a) <b>Date Edited:</b> 11/14/2008                        |

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|                     |                                                                 |
|---------------------|-----------------------------------------------------------------|
| <b>A-08-022-48</b>  | <b>Furniture Drawings</b>                                       |
| <b>Description:</b> | Drawings of furniture for use by posts in making reproductions. |
| <b>Disposition:</b> | TEMPORARY: Destroy when obsolete or superseded.                 |
| <b>DispAuthNo:</b>  | II-NNA-3111, item 41 <b>Date Edited:</b> 11/14/2008             |

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|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-022-49</b>  | <b>Classified Information Nondisclosure Agreements</b>                                                                                                                                 |
| <b>Description:</b> | Copies of signed nondisclosure agreements for personnel with access to information that is classified under standards put forth by executive orders governing security classification. |
| <b>Disposition:</b> | TEMPORARY: Destroy when 70 (seventy) years old.                                                                                                                                        |
| <b>DispAuthNo:</b>  | GRS 18, item 25a <b>Date Edited:</b> 3/12/2013                                                                                                                                         |

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

#### Operations Office

**A-08-023-01 OPS Streamlining Initiative**

**Description:** Includes proposal of realignment of operations and maintenance, personnel funding and policy issues, regardless of media.

**Disposition:** Temporary. Destroy/delete when no longer needed or when superseded.

**DispAuthNo:** N1-059-09-2, item 1

**Date Edited:** 6/11/2009

**A-08-023-02 OPS Front Office Tracking and Control Files**

**Description:** Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, and other records authorized for destruction. Included is correspondence control forms, routing slips, job control records and other similar records used solely to control work flow.

**Disposition:** Temporary. Destroy/delete when 5 years old.

**DispAuthNo:** N1-059-09-2, item 2

**Date Edited:** 6/11/2009

**A-08-023-03a Mishap Reporting System (MRS)**

**Description:** a. Master Date File contains electronic reports on motor vehicle injury and property damage mishaps overseas indexed by name and post since July 2004.

**Disposition:** Temporary. Delete/destroy 5 years after incident or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-09-2, item 3a

**Date Edited:** 6/11/2009

**A-08-023-03b Mishap Reporting System (MRS)**

**Description:** b. Outputs: Completed electronic generated MRS reports, scanned images and photographs.

**Disposition:** Temporary. Delete/destroy when no longer needed.

**DispAuthNo:** GRS 20, item 16

**Date Edited:** 6/11/2009

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|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-023-04a</b> | <b>SHEM Management Assessment and Recommendation Tracking System (SMARTS)</b>                                                                                                                                                                                                                    |
| <b>Description:</b> | Electronic system used to analyze data and manage information by post since 2002. Contains findings, recommendations and post audits by inspectors regarding safety and health.<br><br>a. Master Data File is the repository for all the field assessments.                                      |
| <b>Disposition:</b> | Temporary. Delete when 10 years old.                                                                                                                                                                                                                                                             |
| <b>DispAuthNo:</b>  | N1-059-09-2, item 4a<br><b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                            |
| <b>A-08-023-04b</b> | <b>SHEM Management Assessment and Recommendation Tracking System (SMARTS)</b>                                                                                                                                                                                                                    |
| <b>Description:</b> | b. Outputs: Reports which include but not limited to statistical reports and post assessment reports.                                                                                                                                                                                            |
| <b>Disposition:</b> | Temporary. Delete/destroy when no longer needed.                                                                                                                                                                                                                                                 |
| <b>DispAuthNo:</b>  | GRS 20, item 16<br><b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                                 |
| <b>A-08-023-05a</b> | <b>The Museum System (TMS)</b>                                                                                                                                                                                                                                                                   |
| <b>Description:</b> | a. Master Data File contains information and images of original works of art owned or exhibited. It includes exhibitions loaned from galleries, museums, individual artists, corporate private collections, ambassadors' residence and embassies. System catalogues and tracks exhibits by post. |
| <b>Disposition:</b> | Temporary. Delete 30 years after termination of agreement/lease or sale of item. Transfer data when system is superseded.                                                                                                                                                                        |
| <b>DispAuthNo:</b>  | N1-059-09-2, item 5a<br><b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                            |
| <b>A-08-023-05b</b> | <b>The Museum System (TMS)</b>                                                                                                                                                                                                                                                                   |
| <b>Description:</b> | b. Outputs: Shipping, receipts, registers, final assessment and condition and pick-up reports, and special forms used for loan agreements.                                                                                                                                                       |
| <b>Disposition:</b> | Temporary. Delete/destroy when 5 years old.                                                                                                                                                                                                                                                      |
| <b>DispAuthNo:</b>  | N1-059-09-2, item 5b<br><b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                            |

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#### A-08-023-06 Publications - Art-in-Embassies Programs

**Description:** Established in 1964, the Art in Embassies Program curates exhibitions of more than 3,500 original works of loaned art by U.S. citizens displayed in the public rooms of some 180 U.S. embassy residences and diplomatic missions worldwide. It includes a variety of media styles, ranging from eighteenth century colonial portraiture to contemporary multi-media installations.

The Art-in-Embassies Program booklet is a unique blend of art, diplomacy and culture. Each booklet documents the pieces that have been on exhibit in an Ambassador residence or an embassy, and contains relevant information about the artists and full-color images of the art on display. There are also booklets designed for a special exhibit, or for other special occasions (an example is a booklet produced for the 40th anniversary of the Art in Embassies Program). The OBO Library maintains a copy of each publication, arranged by post."

**Disposition:** Permanent. Retain publication copy for the life of the program. Transfer recordkeeping copy to NARA when 25 years old.

**DispAuthNo:** N1-059-09-2, item 6 **Date Edited:** 6/11/2009

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#### A-08-023-07 Trip Reports

**Description:** Consists of fire and safety evaluation reports, corrections of deficiencies in fire protection systems, maintenance reports, correspondence on recommendations for correction and actions taken.

**Disposition:** Temporary. Destroy when 15 years old.

**DispAuthNo:** N1-059-09-2, item 7 **Date Edited:** 6/11/2009

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#### A-08-023-08 Fire Inspection Reports

**Description:** Consists of evaluation and inspection reports, regardless of media, building deficiency code requirements, copies of analysis reports, memorandums, photographs, e-mails, trip reports and recommendations for corrections.

**Disposition:** Temporary. Destroy when 6 years old.

**DispAuthNo:** N1-059-09-2, item 8 **Date Edited:** 6/11/2009

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#### A-08-023-09 Fire Investigation Reports

**Description:** Investigation reports of fires at posts. Consists of photographs of fire incidents, evidence of arson, correspondence, recommendations, laboratory test results and statements.

**Disposition:** Temporary. Destroy when no longer own or lease property.

**DispAuthNo:** N1-059-09-2, item 9 **Date Edited:** 6/11/2009

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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-023-10</b>  | <b>Systems Technical Procurement (STP) Reports</b>                                                                                                                                                                                                                                                                                       |
| <b>Description:</b> | Consists of procurement records, materials, and engineering and investigation reports.                                                                                                                                                                                                                                                   |
| <b>Disposition:</b> | Temporary. Destroy when 6 years old.                                                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>  | N1-059-09-2, item 10                                                                                                                                                                                                                                                                                                                     |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                |
| <b>A-08-023-11</b>  | <b>System Technical Support (STS) Projects</b>                                                                                                                                                                                                                                                                                           |
| <b>Description:</b> | Consists of cables, general files and post information.                                                                                                                                                                                                                                                                                  |
| <b>Disposition:</b> | Temporary. Destroy when 6 years old.                                                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>  | N1-059-09-2, item 11                                                                                                                                                                                                                                                                                                                     |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                |
| <b>A-08-023-12</b>  | <b>Area Management Post Files</b>                                                                                                                                                                                                                                                                                                        |
| <b>Description:</b> | Consists of AM post project files, regardless of media, maintained by posts and geographic regions. Includes documents on the conditions of the buildings, maintenance operations, budget files, staffing, evaluation and trip reports, e-mails, project files, leaseholds, special maintenance and major projects replacement building. |
| <b>Disposition:</b> | Temporary. Destroy/delete two years after completion of the project.                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>  | N1-059-09-2, item 12                                                                                                                                                                                                                                                                                                                     |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                |
| <b>A-08-023-13</b>  | <b>Facility Project Subsystem Tracking and Control Records</b>                                                                                                                                                                                                                                                                           |
| <b>Description:</b> | Logs, registers, and other records, regardless of media, used to control or document the status of maintenance requirements for maintenance projects. Used solely to control work flow.                                                                                                                                                  |
| <b>Disposition:</b> | Temporary. Destroy/delete when no longer needed.                                                                                                                                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | N1-059-09-2, item 13                                                                                                                                                                                                                                                                                                                     |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                |
| <b>A-08-023-14</b>  | <b>Travel Files</b>                                                                                                                                                                                                                                                                                                                      |
| <b>Description:</b> | Records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.                                                                                  |
| <b>Disposition:</b> | Temporary. Block annually. Destroy when 2 years old.                                                                                                                                                                                                                                                                                     |
| <b>DispAuthNo:</b>  | GRS 9, item 4a                                                                                                                                                                                                                                                                                                                           |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

|                     |                                                                                                                                                                                                                                                                                                                                           |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-023-15</b>  | <b>Duplicate Personnel Files</b>                                                                                                                                                                                                                                                                                                          |
| <b>Description:</b> | a. Supervisors' Personnel Files - Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position authorizations, pending action; copies of position descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder. |
| <b>Disposition:</b> | Temporary. Review annually and destroy when superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | GRS 1, item 18a                                                                                                                                                                                                                                                                                                                           |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                 |
| <b>A-08-023-16</b>  | <b>Duplicate Personnel Files</b>                                                                                                                                                                                                                                                                                                          |
| <b>Description:</b> | b. Duplicate Documentation - Other copies of documents duplicated in Official Personnel Folders.                                                                                                                                                                                                                                          |
| <b>Disposition:</b> | Temporary. Destroy when 6 months old                                                                                                                                                                                                                                                                                                      |
| <b>DispAuthNo:</b>  | GRS 1, item 18b                                                                                                                                                                                                                                                                                                                           |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                 |
| <b>A-08-023-18</b>  | <b>Travel Vouchers</b>                                                                                                                                                                                                                                                                                                                    |
| <b>Description:</b> | a. Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation.                                                                                                                                                                       |
| <b>Disposition:</b> | Destroy when 2 years old.                                                                                                                                                                                                                                                                                                                 |
| <b>DispAuthNo:</b>  | GRS 9, item 4a                                                                                                                                                                                                                                                                                                                            |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                 |
| <b>A-08-023-19</b>  | <b>Travel Vouchers</b>                                                                                                                                                                                                                                                                                                                    |
| <b>Description:</b> | b. Accountability records documenting the issue or receipt of accountable documents.                                                                                                                                                                                                                                                      |
| <b>Disposition:</b> | Destroy 1 year after all entries are cleared.                                                                                                                                                                                                                                                                                             |
| <b>DispAuthNo:</b>  | GRS 9, item 4b                                                                                                                                                                                                                                                                                                                            |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                 |
| <b>A-08-023-20</b>  | <b>Training Records</b>                                                                                                                                                                                                                                                                                                                   |
| <b>Description:</b> | Consists of copies of Request for Training (DS-755), Authorization Agreements, and Certification of Training (SF-182), course descriptions, and related records used for administrative purposes.                                                                                                                                         |
| <b>Disposition:</b> | Block annually. Destroy when 2 years old or when no longer needed, which ever is sooner.                                                                                                                                                                                                                                                  |
| <b>DispAuthNo:</b>  | GRS 23, item 1                                                                                                                                                                                                                                                                                                                            |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                 |

## U.S. Department of State Records Schedule

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#### A-08-023-21 Publications Tracking and Control Records

**Description:** Logs, registers, and other records, regardless of media, used to control or document the status of publication activities used solely to control work flow.

**Disposition:** Temporary. Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

**DispAuthNo:** GRS 23, item 8

**Date Edited:** 6/11/2009

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#### A-08-023-22 Mail and Delivery Service Control Files

**Description:** Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies and those used as indexes to correspondence files.

**Disposition:** Temporary. Destroy when 1 year old.

**DispAuthNo:** GRS 12, item 6a

**Date Edited:** 6/11/2009

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#### A-08-023-25 Administrative Records

**Description:** Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organizations, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

**Disposition:** Temporary. Destroy when 2 years old.

**DispAuthNo:** GRS 23, item 1

**Date Edited:** 6/11/2009

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#### A-08-023-26 Budget Background Records

**Description:** Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices. Also A-03-002-02.

**Disposition:** Temporary. Destroy 1 year after the close of the fiscal year covered by the budget.

**DispAuthNo:** GRS 5, item 2

**Date Edited:** 6/11/2009

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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#### A-08-023-27 Post Files

**Description:** Arranged by Post. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

a. Documentation that reflects the decisions, policy, planning, negotiations, and history related to safety, industrial hygiene or environmental health. Correspondence, memorandums, memorandums of decision and conversation, reports, telegrams, and the Safety, Occupational Health and Environmental Management Resource Guides, that establishes Department of State policy and programs used to implement policy and document history.

Also, A08-008-03a.

**Disposition:** Temporary. Cut off at the end of the calendar year. Transfer to RSC when 5 years old for transfer to records service center. Destroy when 30 years old.

**DispAuthNo:** N1-059-92-30, item 3a

**Date Edited:** 6/11/2009

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#### A-08-023-28 Post Files

**Description:** Arranged by Post. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

b. Assessment Reports and reports of special studies.

Also, A08-008-03b.

**Disposition:** Temporary. Destroy when 10 years old

**DispAuthNo:** N1-059-92-30, item 3b

**Date Edited:** 6/11/2009

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#### A-08-023-29 Post Files

**Description:** Arranged by Post. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

c. Exposure Assessment data and related information.

Also A-08-008-03c.

**Disposition:** Temporary. Retire to records service center when 10 years old for immediate transfer to WNRC and destroy when 30 years old.

**DispAuthNo:** N1-059-92-30, item 3c

**Date Edited:** 6/11/2009

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## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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**A-08-023-30      Subject Files**

**Description:** Arranged by subject. Department notices, letters, bulletins, etc. relating to safety, industrial hygiene or environmental health.

Also A-08-008-04.

**Disposition:** Temporary. Destroy when superseded, obsolete or no longer needed.

**DispAuthNo:** N1-059-92-30, item 4

**Date Edited:** 6/11/2009

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**A-08-023-31      Art-in-Embassies Post Files**

**Description:** These files consist of correspondence concerning the obtaining of paintings and other art objects for display at embassies, and related shipping forms, memorandums, inventories of painting and check sheets indicating post desires for works of art. Includes documentation for insurance and shipment for works of art.

Also A-08-010-01.

**Disposition:** Temporary. Block files every 2 years and destroy when 6 years old.

**DispAuthNo:** NN-171-140, item 1

**Date Edited:** 6/11/2009

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**A-08-023-32      Art Loan Files**

**Description:** These files consist of correspondence with individuals, galleries, museums, private clubs and organizations, corporations and foundations regarding the loan of works of art. Includes documentation for insurance and shipment of works of art.

Also A-08-010-02.

**Disposition:** Destroy 6 years after becoming inactive.

**DispAuthNo:** NN-170-140, item 2

**Date Edited:** 6/11/2009

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**A-08-023-33      Budget Estimates and Justifications**

**Description:** Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units.

Also A-03-002-01.

**Disposition:** Temporary: Destroy 3 years after close of fiscal year covered.

**DispAuthNo:** NC1-059-77-26, item 9

**Date Edited:** 6/11/2009

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## U.S. Department of State Records Schedule

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### *Chapter 08: Overseas Buildings Operations*

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**A-08-023-34      OPS Front Office Reference Files - Arranged by Post**

**Description:** Copies of briefing papers, talking points, trip reports, action memorandums, cables and funding for the operation and maintenance of existing overseas facilities, regardless of media, relating to daily operations, business processes, information technology issues, OPS taskers, and other documents. Used solely for reference purposes. (Official copy retained in subordinate office(s)).

**Disposition:** Temporary. Destroy when 3 years old or when material is no longer needed.

**DispAuthNo:** Non-Record

**Date Edited:** 6/11/2009

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**A-08-023-35      Engineering Drawings**

**Description:** Includes copies of drawings for New Embassy Compounds and as-built drawings used solely for reference purposes.

**Disposition:** Temporary. Destroy when no longer needed.

**DispAuthNo:** Non-Record

**Date Edited:** 6/11/2009

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### Chapter 08: Overseas Buildings Operations

#### Office of Facility Management Division (OBO/CFSM/FAC)

|                     |                                                                                                                                                                                                                                 |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-024-01</b>  | <b>Construction, Commissioning and Maintenance Taskers</b>                                                                                                                                                                      |
| <b>Description:</b> | Consisting of copies of OBO front office taskers responding to official-informal tasker requests for maintenance, repairs and expenditures at overseas posts.                                                                   |
| <b>Disposition:</b> | Temporary. Destroy after action is taken or when no longer needed.                                                                                                                                                              |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 1 <b>Date Edited:</b> 6/11/2009                                                                                                                                                                               |
| <b>A-08-024-02</b>  | <b>Trip Reports</b>                                                                                                                                                                                                             |
| <b>Description:</b> | Consists of trip reports on Director's visits to overseas posts.                                                                                                                                                                |
| <b>Disposition:</b> | Temporary. Destroy when superseded or when no longer needed.                                                                                                                                                                    |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 2 <b>Date Edited:</b> 6/11/2009                                                                                                                                                                               |
| <b>A-08-024-03</b>  | <b>Financial Management Files</b>                                                                                                                                                                                               |
| <b>Description:</b> | Consists of budget excel spreadsheets, power point presentations on Programs Performance Reviews (PPR), congressional requests on management of funds, memoranda and OMB financial reports.                                     |
| <b>Disposition:</b> | Temporary. Cut off file at end of each fiscal year. Destroy 3 years after cut off date.                                                                                                                                         |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 3 <b>Date Edited:</b> 6/11/2009                                                                                                                                                                               |
| <b>A-08-024-04</b>  | <b>Office of Inspector General Files</b>                                                                                                                                                                                        |
| <b>Description:</b> | Includes OIG's responses to post operations and maintenance investigations.                                                                                                                                                     |
| <b>Disposition:</b> | Temporary. Destroy when 5 years old.                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 4 <b>Date Edited:</b> 6/11/2009                                                                                                                                                                               |
| <b>A-08-024-05</b>  | <b>Policy and Procedures Files</b>                                                                                                                                                                                              |
| <b>Description:</b> | Contains policy and procedures material. Includes revisions and updates; policies and procedures for developing Memorandums of Understanding (MOU) and Memorandas of Agreement (MOA); ALDAC drafts; and general talking points. |
| <b>Disposition:</b> | Temporary. Cutoff policy/procedure files when superseded. Destroy 3 years after cutoff or when no longer needed, whichever is later.                                                                                            |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 5 <b>Date Edited:</b> 6/11/2009                                                                                                                                                                               |

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**A-08-024-06 Facility Manager Files**

**Description:** Files contain records on the Facility Manager as well as copies of personnel correspondence, forms, biographic information; records relating to assignments, authorizations, pending actions, requests for personnel action; and records on individual employees.

**Disposition:** Temporary. Destroy 3 years after the person retires or leaves the program.

**DispAuthNo:** N1-059-09-5, item 6

**Date Edited:** 6/11/2009

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**A-08-024-07 Facility Manager Program Issue Papers**

**Description:** Consists of action memoranda, issue and policy papers on hiring, changing position descriptions, streamlining, funding, realigning funds and positions, and other related assignments.

**Disposition:** Temporary. Destroy when 10 years old.

**DispAuthNo:** N1-059-09-5, item 7

**Date Edited:** 6/11/2009

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**A-08-024-08 Facility Manager Program Budget Working Files**

**Description:** Copies of documents on housing costs, education, travel, living expenses to post, e-mails and, ICASS, financial and budget spreadsheets.

**Disposition:** Temporary. Cutoff when superseded. Destroy when no longer needed.

**DispAuthNo:** N1-059-09-5, item 8

**Date Edited:** 6/11/2009

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**A-08-024-09 IMAP Trip Reports**

**Description:** The International Maintenance Assistance Program (IMAP) consists of trip reports arranged by posts. It includes maintenance and preventative reports on the condition of the (Heating, Ventilation, Air-Conditioning) HVAC system, building maintenance, Special Access Program, training, and reports by the general inspection team.

**Disposition:** Temporary. Destroy when 6 years old.

**DispAuthNo:** N1-059-09-5, item 9

**Date Edited:** 6/11/2009

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**A-08-024-10 Infra-Red - Demography Files**

**Description:** Consists of records regarding infra-red detection equipment inspections for all post properties, and photographs of electrical hot spots.

**Disposition:** Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

**DispAuthNo:** N1-059-09-5, item 10

**Date Edited:** 6/11/2009

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### Chapter 08: Overseas Buildings Operations

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| <b>A-08-024-11</b>  | <b>Generator Inspection Team Reports</b>                                                                                                                                                                                                                                                                                                                |
| <b>Description:</b> | Consists of reports on post generator maintenance and work orders to include invoices, technical files and contracts.                                                                                                                                                                                                                                   |
| <b>Disposition:</b> | Temporary. Cutoff when property no longer owned/leased. Destroy 3 years after cutoff.                                                                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 11                                                                                                                                                                                                                                                                                                                                    |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-024-12</b>  | <b>Facility Manager Training Records</b>                                                                                                                                                                                                                                                                                                                |
| <b>Description:</b> | Contains facility manager training records in FAC maintained by employee name and includes career history, training certifications, assignment files, GSO and external training, training and funding approval.                                                                                                                                         |
| <b>Disposition:</b> | Temporary. Cutoff when employee separate. Destroy 5 years after cutoff.                                                                                                                                                                                                                                                                                 |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 12                                                                                                                                                                                                                                                                                                                                    |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-024-13</b>  | <b>FEAP Workload Analysis and Staffing Recommendations</b>                                                                                                                                                                                                                                                                                              |
| <b>Description:</b> | Consists of staffing study reports and Labor Requirement Studies on staffing skill levels at facilities overseas for government owned long term leases, maintenance operations at residential properties and posts, ambassadors' residence; and (NEC) New Embassy Compounds, arranged by posts. Includes labor costs, spreadsheets and annual salaries. |
| <b>Disposition:</b> | Temporary. Cutoff end of calendar year. Destroy when 10 years old.                                                                                                                                                                                                                                                                                      |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 13                                                                                                                                                                                                                                                                                                                                    |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-024-14</b>  | <b>FEAP Staffing Studies by Special Requests</b>                                                                                                                                                                                                                                                                                                        |
| <b>Description:</b> | Consists of records on the evaluation reports on the conditions of the posts buildings and grounds, maintenance and quality service performed and validation. Includes training/skills and work orders in the facilities maintenance program.                                                                                                           |
| <b>Disposition:</b> | Temporary. Destroy when 10 years old.                                                                                                                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 14                                                                                                                                                                                                                                                                                                                                    |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                               |
| <b>A-08-024-15</b>  | <b>Facility Evaluation and Assistance Program (FEAP)</b>                                                                                                                                                                                                                                                                                                |
| <b>Description:</b> | Consists of evaluation reports on the conditions of the overseas facilities, follow-ups on maintenance repairs and corrective actions. Includes inspections, observations, recommendations, documentations and work orders.                                                                                                                             |
| <b>Disposition:</b> | Temporary. Destroy when 10 years old.                                                                                                                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 15                                                                                                                                                                                                                                                                                                                                    |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                                                               |

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**A-08-024-16 Elevator Safety Program**

**Description:** Records concerning the maintenance and operations of elevators at Posts worldwide. Includes contract negotiations, scope of works, safety and inspection surveys, trouble and safety reports, budget estimates, e-mails, correspondence, telegrams, photographs, drawings, modifications, code requirements, acquiring replacement parts for suppliers and working files for contract service and maintenance operations for elevators located in an overseas Government-Owned or Long Term Lease Property. Also, includes correspondence for the evaluation and testing of elevators located at Short Term Leased properties.

**Disposition:** Temporary. Cutoff when superseded or replaced. Destroy 10 years after cutoff.

**DispAuthNo:** N1-059-09-5, item 16

**Date Edited:** 6/11/2009

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**A-08-024-17 Poly Chlorinated Biphenyls (PCB) Records**

**Description:** Consists of remediation data, survey, cost estimates, laboratory data, surveys and records documenting employee occupational exposures, trip reports and contract records.

**Disposition:** Temporary. Destroy when 30 years or after the completion of the project, whichever is later.

**DispAuthNo:** N1-059-09-5, item 17

**Date Edited:** 6/11/2009

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**A-08-024-18 Asbestos Abatement Records**

**Description:** Consists of statement of works and documents on property location, inspection findings, photographs, facility personnel interviews, and air monitoring qualities.

**Disposition:** Temporary. Destroy when 30 years old or after the completion of the project, whichever is later.

**DispAuthNo:** N1-059-09-5, item 18

**Date Edited:** 6/11/2009

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**A-08-024-19 Underground Fuel Storage Tank Records**

**Description:** Consists of records regarding the replacements of fuel steel tanks, clean-up sites, soil assessments and inventory monitoring, drawings and diesel for backup generators.

**Disposition:** Temporary. Cutoff when superseded or replaced. Destroy 7 years after cutoff.

**DispAuthNo:** N1-059-09-5, item 19

**Date Edited:** 6/11/2009

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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A-08-024-20</b>  | <b>Water Quality Treatment Records</b>                                                                                                                                                                                                                                                                     |
| <b>Description:</b> | Consists of records concerning water quality data, waste water/corrosion treatment, site survey visits/interviews and maintenance operations.                                                                                                                                                              |
| <b>Disposition:</b> | Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.                                                                                                                                                        |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 20                                                                                                                                                                                                                                                                                       |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                  |
| <b>A-08-024-21</b>  | <b>Facility Project Support Program</b>                                                                                                                                                                                                                                                                    |
| <b>Description:</b> | Consists of correspondence files relating to the administration and operation of the facility's security. Includes documents, memoranda, telegrams, surveys, Independent Government Estimates (IGE) and other statement of works for contracting and office renovation projects.                           |
| <b>Disposition:</b> | Temporary. Cutoff when U.S. government no longer owns or leases the building. Destroy 3 years after cutoff.                                                                                                                                                                                                |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 21                                                                                                                                                                                                                                                                                       |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                  |
| <b>A-08-024-22</b>  | <b>Contract Document Files</b>                                                                                                                                                                                                                                                                             |
| <b>Description:</b> | Memoranda, reports, contract files, payments, modifications, receipts; and other records documenting assignments, progress and completion of projects for New and Existing Embassy Compounds (NEC) at post.                                                                                                |
| <b>Disposition:</b> | Temporary. Cutoff after the final payment of contract. Destroy 7 years after cutoff.                                                                                                                                                                                                                       |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 22                                                                                                                                                                                                                                                                                       |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                  |
| <b>A-08-024-23</b>  | <b>Roof Program Files</b>                                                                                                                                                                                                                                                                                  |
| <b>Description:</b> | Includes correspondence, memorandums, e-mails, scopes of work, contracts, proof and exterior building proposals, funding, photographs and drawings by posts.                                                                                                                                               |
| <b>Disposition:</b> | Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 23                                                                                                                                                                                                                                                                                       |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                  |
| <b>A-08-024-24</b>  | <b>Roof Program Job Books</b>                                                                                                                                                                                                                                                                              |
| <b>Description:</b> | Consists of transmittals, comments review section, correspondence, memoranda, telegrams, trip and inspection reports, scopes of work, telephone conversations, e-mails, building information, application for payments, drawings and sketches, specifications, bids, product data and other documentation. |
| <b>Disposition:</b> | Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.                                                                                                                                                                                                                   |
| <b>DispAuthNo:</b>  | N1-059-09-5, item 24                                                                                                                                                                                                                                                                                       |
| <b>Date Edited:</b> | 6/11/2009                                                                                                                                                                                                                                                                                                  |

## U.S. Department of State Records Schedule

### Chapter 08: Overseas Buildings Operations

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**A-08-024-25      Utility Management Program Files**

**Description:** Consists of correspondence, memorandum and general files by post projects on utility issues including generators, UPS, switchboards, transformers, circuit breakers. Includes e-mails, scope of work and drawings, specifications specific to equipment and utility bills.

**Disposition:** Temporary. Cutoff when property is no longer owned/leased. Destroy 3 years after cutoff.

**DispAuthNo:** N1-059-09-5, item 25

**Date Edited:** 6/11/2009

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**A-08-024-26      Global Conditions Survey Reports**

**Description:** Consists of survey reports from 1990-2005 arranged by each post. Includes narrative text of each post visit, recommendations for building repairs on all government owned long term lease properties, budget and programming, and (FPS) Facility Program Services requirements.

**Disposition:** Temporary. Cutoff when superseded. Destroy when no longer needed.

**DispAuthNo:** N1-059-09-5, item 26

**Date Edited:** 6/11/2009

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**A-08-024-27      Small Projects Assistance Files**

**Description:** Consists of files on tracking problem areas, managing approval of project funds and trends, scope of work for bids and (IGE) Independent Government Estimates. Includes drawing files, large format completed projects, generic files, specifications, analysis reports on maintenance problems, recommendations for new construction projects, photographs, AutoCAD drawings and floor plans.

**Disposition:** Temporary. Destroy when 6 years old or when no longer needed.

**DispAuthNo:** N1-059-09-5, item 27

**Date Edited:** 6/11/2009

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#### A-08-024-28 Asbestos Survey Records

**Description:** NOTE: Asbestos Survey inspections are expected to be a one time project. The project began in 1991 and is expected to continue for approximately 10 years or until all posts have been inspected. As each post completes its inspection, the reports are sent to the Department. These reports will be accessed to show the results of testing and/or monitoring asbestos for legal purposes only. Maintained both in paper and electronically.

Bound in spiral notebooks, arranged as received and may range in size from 1/4 to 2 inches thick per report. One report for each building inspected. Reports document the results of inspections and tests used to monitor and measure asbestos, conducted at Department of State owned or long-term leased facilities. (Formerly N1-59-92-30, item 1:A-08-008-01)

**Disposition:** Temporary. Cut off when building is sold or short term lease ends. Retire to RSC. Destroy 10 years after cut off for sold properties or 5 years after cut off for leased properties.

Administrative Note: When retiring records to RSC, the 693s should contain the most recent cutoff date of the sold property or the expired short term lease contained within the box(es).

(Supersedes N1-59-92-30, item 1: A-08-008-01)

**DispAuthNo:** N1-059-09-5, item 28 **Date Edited:** 8/26/2009

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#### A-08-024-29 Post Asbestos Management Plan

**Description:** This report is abstracted from the Asbestos Survey Records. The Post Asbestos Management Plan describes location and condition of asbestos materials in each post surveyed and gives procedures for managing asbestos in place. (Formerly N1-59-92-30, item 2: A-08-008-02)

**Disposition:** Temporary. Destroy 10 years after building is sold.

**DispAuthNo:** N1-059-09-5, item 29 **Date Edited:** 6/11/2009

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#### A-08-024-30a Roof Drawings and Specifications

**Description:** Master files of drawings of proposed, constructed, repairs and designs of completed roof projects. Includes specifications and associated reports.

(a) Recordkeeping copy (paper).

**Disposition:** Temporary. Cutoff at the end of project. Destroy 6 years after the property no longer owned/leased.

**DispAuthNo:** N1-059-09-5, item 30a **Date Edited:** 6/11/2009

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#### **A-08-024-30b      Roof Drawings and Specifications**

**Description:** Electronic files of drawings of proposed, constructed, repairs and designs of completed roof projects. Includes specifications and associated reports.

(b) Electronic version of records includes computer aided design (CAD) files with PDF and TIFF image files.

**Disposition:** Temporary. Cutoff at the end of project. Destroy 6 years after the the property is no longer owned/leased.

**DispAuthNo:** N1-059-09-5, item 30b      **Date Edited:** 6/11/2009

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#### **A-08-024-31a      Drawings and Specifications**

**Description:** Master file of drawings of proposed, constructed or completed buildings. Includes specifications and associated reports.

(a) Recordkeeping copy (paper).

**Disposition:** Permanent. Transfer to records storage center when no longer needed. Offer to National Archives when 25 years old.(Formerly NC1-59-76-10, item 2 (A-08-002-02))

**DispAuthNo:** N1-059-08-1, item 2      **Date Edited:** 6/11/2009

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#### **A-08-024-31b      Drawings and Specifications**

**Description:** Electronic files of drawings of proposed, constructed or completed buildings. Includes specifications and associated reports.

(b) Electronic version of records includes computer aided design (CAD) files with PDF and TIFF image files.

**Disposition:** Temporary. Maintain as long as own/lease property.

**DispAuthNo:** N1-059-08-1, item 3      **Date Edited:** 6/11/2009

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**A-08-024-32 Duplicate Personnel Files**

**Description:** a. Supervisors' Personnel Files - Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position authorizations, pending action; copies of position descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.

**Disposition:** Temporary. Review annually and destroy when superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.

**DispAuthNo:** GRS 1, item 18a **Date Edited:** 6/11/2009

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**A-08-024-33 Duplicate Personnel Files**

**Description:** b. Duplicate Documentation - Other copies of documents duplicated in Official Personnel Folders.

**Disposition:** Temporary. Destroy when 6 months old

**DispAuthNo:** GRS 1, item 18b **Date Edited:** 6/11/2009

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**A-08-024-34 Contract Negotiation Drawings**

**Description:** Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, and or air conditioning projects; or drawings superseded by final working/as built drawings.

**Disposition:** Temporary. Destroy when the final working/as-built drawings have been produced.

**DispAuthNo:** GRS 17, item 5 **Date Edited:** 6/11/2009

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**A-08-024-35 Classified Document Container Security Files**

**Description:** Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.

**Disposition:** Temporary. Destroy when superseded by a new form or list or upon turn-in of containers.

**DispAuthNo:** GRS 18, items 7a **Date Edited:** 6/11/2009

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| <b>A-08-024-36</b>  | <b>Classified Document Container Security Files</b>                                                                                                                                                                                                                                                                                            |
| <b>Description:</b> | Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet. |
| <b>Disposition:</b> | Temporary. Destroy 3 months following the last entry on the form. NOTE: Forms involved in investigations will be retained until completion of the investigation.                                                                                                                                                                               |
| <b>DispAuthNo:</b>  | GRS 18, items 7b                                                                                                                                                                                                                                                                                                                               |
|                     | <b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                                                                                                  |
| <b>A-08-024-37</b>  | <b>Access Request Files</b>                                                                                                                                                                                                                                                                                                                    |
| <b>Description:</b> | Requests and authorizations for individuals to have access to classified data.                                                                                                                                                                                                                                                                 |
| <b>Disposition:</b> | Temporary. Destroy 2 years after authorization expires.                                                                                                                                                                                                                                                                                        |
| <b>DispAuthNo:</b>  | GRS 18, item 6                                                                                                                                                                                                                                                                                                                                 |
|                     | <b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                                                                                                  |
| <b>A-08-024-38</b>  | <b>Personal Property Accountability Files</b>                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b> | Files relating to accountability for personal property lost or stolen.<br><br>a. Ledger files.                                                                                                                                                                                                                                                 |
| <b>Disposition:</b> | Temporary. Destroy 3 years after final entry.                                                                                                                                                                                                                                                                                                  |
| <b>DispAuthNo:</b>  | GRS 18, item 15a                                                                                                                                                                                                                                                                                                                               |
|                     | <b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                                                                                                  |
| <b>A-08-024-39</b>  | <b>Personal Property Accountability Files</b>                                                                                                                                                                                                                                                                                                  |
| <b>Description:</b> | b. Reports, loss statements, receipts, and other documents relating to lost and found articles.                                                                                                                                                                                                                                                |
| <b>Disposition:</b> | Temporary. Destroy when 1 year old.                                                                                                                                                                                                                                                                                                            |
| <b>DispAuthNo:</b>  | GRS 18, item 15b                                                                                                                                                                                                                                                                                                                               |
|                     | <b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                                                                                                  |
| <b>A-08-024-41</b>  | <b>Travel Vouchers</b>                                                                                                                                                                                                                                                                                                                         |
| <b>Description:</b> | a. Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation.                                                                                                                                                                            |
| <b>Disposition:</b> | Temporary. Destroy when 2 years old.                                                                                                                                                                                                                                                                                                           |
| <b>DispAuthNo:</b>  | GRS 9, item 4a                                                                                                                                                                                                                                                                                                                                 |
|                     | <b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                                                                                                  |

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| <b>A-08-024-42</b>  | <b>Travel Vouchers</b>                                                                                                                                                                                                                                                                   |
| <b>Description:</b> | b. Accountability records documenting the issue or receipt of accountable documents.                                                                                                                                                                                                     |
| <b>Disposition:</b> | Tempoary. Destroy 1 year after all entries are cleared.                                                                                                                                                                                                                                  |
| <b>DispAuthNo:</b>  | GRS 9, item 4b                                                                                                                                                                                                                                                                           |
|                     | <b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                                            |
| <b>A-08-024-45</b>  | <b>CFSM/FAC Working Personnel Files</b>                                                                                                                                                                                                                                                  |
| <b>Description:</b> | Consists of draft copies, regardless of media, of Position Descriptions, Vacancy Announcements, direct-hires, Statements of Work (SOWs), Requests for Contract Action, FTE Reports, GS/PSC position authorizations, PSC's, Monthly Awards, Monthly Performance Review and special files. |
| <b>Disposition:</b> | Temporary. Destroy/delete when no longer needed.                                                                                                                                                                                                                                         |
| <b>DispAuthNo:</b>  | Non-Record                                                                                                                                                                                                                                                                               |
|                     | <b>Date Edited:</b> 6/11/2009                                                                                                                                                                                                                                                            |